

THE UNDERGRADUATE STUDENT RESEARCH EXPENSE FUND

Indiana University East

Office of Academic Affairs

Goal

To provide funding for undergraduate students to pursue a broad scope of research and creative projects

Objective

The Undergraduate Student Research Expense Fund at Indiana University East is an important source of funding for student research. Students may apply for grants to attend scholarly conferences and workshops, or to assist with various expenses associated with research or creative activities. These funds may be used to purchase equipment, assist with travel to a research location, or to defray the incidental costs of research (photocopying, etc.) if the student's academic school does not have funds available.

Guidelines

The student may submit a grant proposal to the Office of Academic Affairs (WZ101) at any point in the academic year. Proposals are reviewed at the beginning of each month by the Associate Vice Chancellor for Academic Affairs. Due to limited availability of funds, no student may receive more than \$1000 in a single year.

Procedures

Students are required to submit a coversheet and attach a brief grant proposal, which details the student's research and the nature of the request (conference registration, equipment purchase, etc.) including an itemized budget summary. Students typically will be pre-approved for funds up to a specified amount, and then will be reimbursed for these expenses with the return of receipts to the Office of Academic Affairs.

Proposals for projects or presentations that involve research with humans or animals must include a signed statement by the student's faculty advisor that all approvals from the Institutional Review Board or Institutional Animal Care and Use Committee, respectively, have been obtained.

**Undergraduate Student Research Expenses Fund
Cover Sheet**

Date: _____

Student's Name: _____

Student's Phone: _____

Student's Email: _____

Student's Major: _____

Faculty Advisor for Project: _____

Faculty Signature: _____

Faculty Phone: _____

Summary of Request: _____

Associate Vice Chancellor for Academic Affairs		_____ Amount
_____ Approved	_____ Disapproved	_____ Date
Reason for Disapproval		

Executive Vice Chancellor for Academic Affairs		
_____ Approved	_____ Disapproved	_____ Date
Reason for Disapproval		