Boyd Fund for Undergraduate Research

1. Fill out the required contact information for the student and the faculty mentor(s).
2. If your project involves human or non-human animal subjects, please indicate so on the application. If the project does involve such subjects, you must obtain IRB approval prior to the start of your project. You may submit your application before obtaining approval but, if awarded, will not have access to the funds until you submit a copy of your approval to the Provost Office.
3. Fill in the required sections of the grant application, including the description of the costs associated with the project. Attach to your application any invoices or quotes if you have them.
	1. Budget Requirements
		1. If you are purchasing technology, you are required to obtain approval from the Information Technology department and include a quote of the item price. All technology purchases are the property of Capital University.
		2. Travel expenses must align with the University’s travel policy regarding receipts and documentation.
		3. Researchers may not draw a stipend or receive payment for conducting the research.
		4. Participant payment is limited to $15 per participant.
	2. Mentor letter – Attach a scanned copy of the letter signed by your mentor discussing the student’s proposal and capability to complete the project.
4. Submit your application via email to research@capital.edu. Attach a copy of your mentor’s letter and any other additional attachments. Incomplete applications will not be considered for funding.

Should you have any questions, please contact the Senior Associate Provost Terry Lahm at tlahm@capital.edu.

BOYD FUND FOR UNDERGRADUATES APPLICATION

Proposal Title: Click here to enter text.
Amount Requested: Click here to enter text.

Student Name Click here to enter text.
Department Choose an item.
Email Click here to enter text. Telephone Click here to enter text.

Faculty Mentor(s) Click here to enter text.
Department Choose an item.

Email Click here to enter text. Telephone Click here to enter text.

Faculty Mentor(s) Click here to enter text.
Department Choose an item.

Email Click here to enter text. Telephone Click here to enter text.

* Does your project involve human subjects or non-human animal subjects?

 [ ]  Yes [ ]  No

* If so, have you submitted a request for approval from Capital’s Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC)?

[ ]  Yes [ ]  No

* Have you received IRB and/or IACUC Approval? If yes, please attach a copy of the approval to your application.

[ ]  Yes [ ]  No

1. Description of the Scholarship Project – Give a clear statement of the problem or purpose of the project, and a description of the research method or process of inquiry (1000-word limit).

Click here to enter text.

1. Product of the Scholarly Activity

Click here to enter text.

1. Plans for dissemination (i.e. Symposium on Undergraduate Scholarship, ReCap, Epistimi, or other conference or publication)

Click here to enter text.

1. Budget

|  |  |  |
| --- | --- | --- |
| **Line Item** | **Amount** | **Outside Funds** |
| Personnel Expenses |  Click here to enter text. |  Click here to enter text. |
| Operating Expenses |  Click here to enter text. |  Click here to enter text. |
| Travel Expenses |  Click here to enter text. |  Click here to enter text. |
| Other Expenses |  Click here to enter text. |  Click here to enter text. |
| Total Request |  Click here to enter text. |  Click here to enter text. |

1. Budget Justification – Explain the details of the costs associated with each item in the proposal budget.

Click here to enter text.

Please submit your application to research@capital.edu. *Please include the letter of support from your faculty mentor and any other attachments.*