

## **Appendix B: Research Fund Guidelines**

### **Purpose:**

The Research Fund was created with the intention of supporting undergraduate research, with a goal of making scholarly exploration accessible to students who can't afford to subsidize their own.

### **Mission:**

The Foundation provides a mechanism to financially support and encourage scholarly student research in a variety of areas of undergraduate study. It creates opportunities for unique and fulfilling collaborations between professors and students by providing grants to support necessary travel, research, data collection, lab expenses, and experiments. The research fund is not intended to be the sole source of funding for undergraduate research, but rather acts as a supplement to any expenses associated with research.

### **Definitions:**

Research is defined as the study of materials and sources to discover new knowledge and reach new conclusions, with the objective of enriching your educational experience and furthering the mission of Aquinas College.

### **Qualifications for the Funding of Research:**

1. Allocations above \$500 are permitted if the Academic Affairs Committee decides that there is a legitimate need for additional funds.
  - a. The Research Fund is not intended to be the sole source of funding for research. Priority will be given to those who have sought funding from other sources.
2. Not for academic credit
3. Not for an internship
4. Presentation must be given to the Academic Affairs Committee, the Budget Director, and the Academic Affairs Director.
  - a. The presentation must be detailed and include a breakdown of costs and, for those traveling to present their research, an itinerary for the intended travel.
5. Research must be presented, upon completion of the project, at the Aquinas Student Symposium.

**Restrictions and Considerations:**

1. A maximum of 18,000 dollars per academic year can be allocated for undergraduate research. The maximum amount that can be allocated will be determined annually during the initial budget allocation process.
  - a. The approval of the Senate Executive Board and the Advisor is necessary to determine the amount to be allocated each fiscal year.
2. Only the Academic Affairs Director, with the approval from the Budget Director and the Academic Affairs Committee, can allocate money from the Research Fund.

**Special Dispensation Application Form:**

**Name:** \_\_\_\_\_

**Research Project:** \_\_\_\_\_

**Additional Allocation Requested:** \_\_\_\_\_

**Destination (If Applicable):** \_\_\_\_\_

**Description of need for additional funds:**

\* including breakdown of costs