

# Scholar Shop Student Grant

## Guidelines, Policies, and Application

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**Deadline:** None. Grant proposals will be reviewed on a rolling basis. Once funds are expended for the current academic year, no additional grants will be awarded.

### Eligibility

- Any full-time, degree-seeking undergraduate or graduate student may apply

### Checklist - The application must include:

\_\_\_\_\_ **A completed Scholar Shop Project Plan Form (PDF)**

- See the CCESL Scholar Shop website or view the [Scholar Shop Project Plan Form](#)

\_\_\_\_\_ **Brief letter of recommendation from a DU faculty mentor**

- Format: 1-page letter from the DU faculty mentor with whom applicant intends to work (same faculty member as completes the [Scholar Shop Project Plan Form](#), see above)
- Content: Letter should state clearly that that DU faculty mentor:
  - Believes the student to be an excellent candidate for the grant, given what they know about the students' abilities and motivation
  - Has filled out the Scholar Shop Project Plan form (see above) with the student as well as reviewed and approved this entire application (see additional application components including detailed Timeline, Budget, and IRB/ IACUC approval below)
  - Commits to supervising the student's work for the proposed project.

\_\_\_\_\_ **Student Application Form (Word or PDF format) including:**

- **A) Basic Contact Information:**
  - Your Name, Student ID#, Major, Email address, & Phone number
  - Your Faculty Mentor Name, Banner ID#, Email address, and Phone number
  - Name and CRN of academic course for which you will be enrolled while working on this project.
- **B) Timeline** – A detailed timeline of the proposed project
  - In your request you must provide a timeline of your project, which could be tied to course credit for 1 to 3 DU academic quarters.
  - You may choose any timeline appropriate to your project.

**Please submit all required application materials, except for Scholar Shop Interest Form (see Checklist) electronically as an attachment in ONE Word or PDF document to the CCESL Scholar Shop Coordinator ([ccesl@du.edu](mailto:ccesl@du.edu))**

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- **C) Budget** - A detailed description of how the \$250 will be spent
  - The Scholar Shop Grant (\$250) can cover costs that are *necessary for the completion of the research project* that you propose. Any use of funds must be in accordance with institutional policies as detailed at [www.du.edu/bfa](http://www.du.edu/bfa). Examples of acceptable costs include printing out flyers to recruit participants for the research, compensating participants, buying supplies, mileage costs for transportation to the site where research will be conducted. \*Thus, the grant is not a student stipend, cash award, and cannot fund travel to conferences or trainings based on the project.
  - Be as specific as possible; a vague or general budget will not be funded.
  
- D) Indication of whether project will require IRB or IACUC approval, and a timeline for achieving that approval**
  - If no approval is required, simply state this in your application under bullet point C. “No approval required”.
  - *\*If approval is required* (see Working with Animal and Human Subjects, below), include in your application:
    - Verification of IRB or the IACUC approval of your proposed project
    - If IRB or IACUC approval has not yet been achieved, please provide a timeline for when the approval is expected to be achieved
  
- **E) Brief Description of Your Goals & Professional Development Associated with the Proposed Project:**
  - 1 – 2 page, 12-point font, Word or PDF
  - Should include brief answers to the following questions:
    - 1) What questions do you hope to answer with the project?
    - 2) Why is the project important? Why should it be funded?
      - For instance, you could talk about how the project fills a gap in existing knowledge, and why it is important to fill that gap – particularly in relation to the objectives of the community organization with which you plan to work
    - 3) How does the project relate to your own academic and/or career goals?
    - 4) What background do you have that prepares you for this project?
  
- **F) Transcript:** A current unofficial student transcript (from webcentral/myweb, copy and pasted). Grades must be viewable.

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## **Additional stipulations of the Scholar Shop Grant**

**Budget Transfer:** Funds will be transferred to the faculty mentor through their department. Students will then work with faculty mentors to access funds in compliance with DU and department budget policies.

### **Working with Animal or Human subjects**

- If your project involves human subjects (this includes surveys, interviews, observation of public behavior, etc.), you must complete and submit an “Application to the Institutional Review Board (IRB) for the Protection of Human Subjects” form. Complete the IRB form in consultation with your faculty partner and submit it to the IRB. IRB applications are available at <http://www.du.edu/orsp/irb.html>.
- If you are working with animals, you must receive IACUC approval. The application can be found at <http://www.du.edu/orsp/animal.html/>. If your project is selected for the grant, grant funding will be contingent on IRB or IACUC approval.

### **Post-Award Requirements**

- In lieu of a grant final report, you are required to submit a short (500-700 words) article on your project for publication in CCESL’s Public Good Impact Newsletter. We hope that this short article will help translate the impact of your work campus-wide. You are required to submit the article within a month of the end of your project for timely inclusion in the newsletter.

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