

## **James Madison College Student Undergraduate Research Funding Policy**

This policy is written to ensure James Madison College (JMC) is in compliance with MSU's policies related to support for student undergraduate research activities, and is operating in a transparent and consistent manner within the college's budgetary restrictions.

1. Undergraduate research is an integral part of every JMC student's academic program. Madison students actively engaged in independent research under the guidance of a Madison faculty member or research directly with a Madison faculty member may request support related to the research and resulting conference attendance. Limited funding is set aside to support student activities in this area.
2. Any student in James Madison College is eligible to apply; however, preference will be given to Juniors and Seniors. Awardees will be selected on the quality of the research proposal, relevance to proposed career field or graduate education, financial need, and grade point average.
3. Students may request funding from JMC to support their cost to attend a professional conference to present and defend their research work in an academic setting. Students may attend with or without their faculty advisors. Conference travel support requests typically range from \$250-\$1,000.
4. Students may request funding to support their field research costs related that leads to a conference presentation or publication. This may include costs such as travel to libraries or research sites, supplies and materials. Field research expense support requests typically range from \$250-\$500.
5. Requests must be submitted using the Student Undergraduate Research Funding Request Form.
6. Applications are submitted to the Assistant Dean. The Associate Dean for Research and the Assistant Dean will review applications. Applications will be reviewed on a rolling basis beginning on September 1<sup>st</sup> for the Fall semester, January 1<sup>st</sup> for the Spring semesters, and April 1<sup>st</sup> for the Summer semester. Awards are dependent on the availability of funds.
7. If awarded, funding is allocated to the student via their Student Account. Students who are currently receiving financial aid are responsible for checking with the Office of Financial Aid to be sure that this additional award money will not affect their overall financial aid packets.

8. Students are encouraged to seek other sources of support, such as their other department if they are a dual major, or the Honors College if appropriate.
9. Student awardees and their mentors are required to file brief assessment reports as a follow-up to their project. Students must also complete a required evaluation survey and submit a copy of their paper to the Office of Academic Affairs. Students are encouraged to present their research at the annual University Undergraduate Research and Arts Forum (UURAF), James Madison's annual research showcase, or other similar events.
10. Applications for funding must be submitted in advance, and requests are not retroactive to cover expenses already incurred.