



Office of Student Research Grant Guidelines

- Faculty mentors are responsible for ensuring that students follow the appropriate protocol for their research project (e.g., IRB approval and other risk precautions). If your research or conference will involve international student travel, the faculty mentor must speak with the IUPUI Office of International Affairs (<http://international.iupui.edu/about/contact.html>) to obtain the required IU authorization (see <http://abroad.iupui.edu/develop-program/steps-resources.html>) from the Overseas Study Advisory Council.
- The grant caps at \$1,000; amounts less than \$1,000 may be awarded. Unused funds are returned to the Office of Finance and Administration at the end of the spring semester. Please contact the Director of the Office of Student Research if you need to draw upon the grant after the spring semester has concluded. Students who have won grants in the past may reapply for a grant in connection with a new project or for a project that is an extension of the previous project.
- Research funds must be used for costs related to the research projects (i.e., materials and services) in accordance with university policies within the designated academic year. Travel may be covered by grant money if travel is needed for data collection, presentations of the funded project at a conference for feedback purposes, or visits to archives for research. Per funding restrictions, the grant cannot be used as a stipend and cannot be used to purchase a computer.
- All students who have been awarded research grants are expected to present the results of their research in April at the Student Research Exhibition, organized by the Office of Student Research. This year, the exhibition, which will be a poster session, is scheduled for April 13, 2021 in the Student Commons of the Learning Center from 2:30 to 4:00. Students and their faculty mentors are responsible for creation of the posters (more information will be shared in March) and are expected to attend the exhibition. They should arrive early to take part in the setting up of their projects. Should the event become a virtual exhibition, information about how to participate in the virtual exhibition will be shared in advance: students will need to produce a research poster and a video of themselves presenting it in mp4 format. (Everyone is encouraged to attend the exhibition, whether in person or virtually; students may invite family, classmates, friends, and community members, as they wish.) If a student is unable to complete the research project before April, then the student should create a poster that presents the work in progress (i.e., describe the project and what has been learned thus far and what results are expected). OSR students should send PDFs of their posters to the Director of the OSR (juligood@iupuc.edu) when they submit the PDFs for printing in anticipation of the OSR Student Research Exhibition.
- Students and faculty mentors are responsible for the design and production of the posters. Please adhere to the following recommendations as closely as possible; see the Director of the OSR if you have special considerations.
 - Consider using the following sections or headings in organizing material on the poster: Introduction, Methods or Methodology, Results, Conclusions or Significance of Project, and References or Works Cited.
 - Do also give the title of the research project, the names of the student(s) and faculty mentor(s), list IUPUC as the university affiliation, and list the Office of Student Research as a sponsor.

- Use Microsoft PowerPoint or Publisher in creating your poster. As you create the document in PowerPoint or Publisher, set the page size to 24" x 36" before you begin designing. Photographs (from the internet, especially) may be problematic; keep this point in mind as you design your poster. Save two copies of your poster file, one of these should be the file you're working in and the other should be a pdf file. When it comes to the professional printing of the poster, do opt for a color poster instead of a black and white one. Request that your poster be printed on foam board.
- You may find it helpful to contact Prestige Printing (1307 12th Street, Columbus, IN; Phone: 812.372.2500) to inquire about the process of printing a poster. You should be able to submit a pdf file of your PowerPoint poster or Publisher file to the printer by e-mailing it to info@prestigeprintingcando.biz or bringing it to the shop on a flash/jump drive. Please allow several days for the printing and do check on the status of your poster to ensure that it will be completed before the Exhibition.