



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, and amounts less than \$1,000 may be awarded. Unused funds are returned to The Office of Student Research at the end of the spring semester.
- 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. Purchase requests must be documented on the OSR purchasing form and submitted by the faculty mentor to the Director of the Office of Student Research (Dr. Julie Goodspeed-Chadwick, juligood@iupuc.edu). Travel may not be covered by grant money, with the exceptions of travel needed for data collection, presentations of the funded project at a conference for feedback purposes, or visits to archives. The grant cannot be used as a stipend and cannot be used to purchase a computer.
- Grants are non-renewable; however, 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.
- 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 16, 2019 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 and are expected to attend the exhibition. They should arrive early to take part in the setting up of their projects. (Everyone is encouraged to attend the exhibition; students may invite family, classmates, friends, and community members, as they wish.) If a student is unable to complete his or her research project before April, then he or she should create a poster that presents the work in progress (i.e., describe the project and what he or she has learned thus far and what he or she expects to find as a result of research). OSR students should send PDFs of their posters to the Director of the OSR (juligood@iupuc.edu) after 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 or production of the poster, do opt for a color poster instead of a black and white one. Expect the cost of the poster to be in the range of \$55 , and plan your budget accordingly if you would like to use your grant money to defray the cost of the poster. 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 a few days for the printing and do check on the status of your poster to ensure that it will be completed before the Exhibition.