



# Hamel Center for Undergraduate Research

## Honors Thesis Grant Application Guidelines and Budget Instructions

Honors Thesis Grants are designed for students who, in the course of doing their honors thesis, find that they have unanticipated expenses or become aware of an opportunity that will enhance their research results. For example, one student may discover the need to undertake more extensive lab experiments requiring the purchase of lab supplies. Another student may conclude that sending a survey to a wider audience will yield more reliable results, thus increasing copying and postage costs. Other students may discover that travel to an off-campus site will benefit their project: e.g., to use a special archive, to view an exhibit or performance, to interview individuals, or to use equipment not available at UNH. Honors Thesis Grants are intended for support of activities necessary to the completion of the thesis. They may not be used for copying the thesis or for printing research posters.

**COVID-19 NOTE:** Honor Thesis Grant applications for AY2020-21 should reflect the University's [mode of operation](#) at the time of application, and be designed to follow the policies and procedures in place for all University research as determined by the Senior Vice Provost for Research (SVPR), including social distancing and Personal Protective Equipment (PPE). For the most up-to-date information, students and thesis advisors should consult the SVPR's [COVID-19 Updates and Resources for Research](#) page.

### Eligibility Requirements:

- Undergraduate at UNH
- Enrolled in the University Honors Program and working on honors thesis

### Award amounts:

- Expense Award: \$150 maximum, for expenses directly related to the thesis project only (e.g. photocopying, supplies, phone calls, travel to research sites, etc.)

### Application Deadline:

*Rolling deadline.* Applications must be submitted before work on the honors thesis has been completed, and before the end of the semester in which the student is graduating (i.e., no later than the last day of classes). *Expenses will not be awarded retroactively for thesis research activities already completed at the time of application/before award notification.* See Budget Instructions.

*Honors students who find that their thesis research expenses will exceed \$150 may apply instead for an Undergraduate Research Award (expense award only), up to \$600. See <http://unh.edu/undergrad-research/undergraduate-research-awards-ura>*

## I. A complete Honors Thesis Grant application includes:

- Application Cover Sheet:** Print and complete the cover sheet online.
- Thesis Proposal or 250-word abstract of your topic.**
- Brief explanation of research/thesis activities** for which you are requesting funds, and how these activities will contribute to your thesis (200-250 words). **COVID-19 Note:** Include in your description any modifications you will make to accommodate COVID-19 policies and procedures, whether in your approach and methodology or in the location of your research activities.
- Budget:** See Budget Form Instructions below, then complete and print the fillable Budget Form online.
- Honors Thesis Advisor Letter of Recommendation (cover form + letter):** An "Honors Thesis Advisor Recommendation" form is available online. Print this form, complete the top portion, and give it to your Honors thesis advisor. Your advisor should complete the bottom portion of the form, attach the form to his/her signed letter of recommendation, and submit it *with the application* in a sealed, signed envelope.

## II. Submitting your application:

- Submit the original application and one copy, in the order listed above,** to the Hamel Center for Undergraduate Research: 118 Conant Hall. (You only need a second copy of items a-d. *You do not need to submit a second copy of the letter of support.*)
- Students will be notified of a decision within two weeks of application submission.

**All Honors Thesis Grant application materials can be found at**  
<http://unh.edu/undergrad-research/honors-thesis-grants>

## **Honors Thesis Grant Budget Form Instructions**

### **Expenses**

In consultation with your Faculty Mentor, determine as accurately as you can your estimated expenses. List each item and its exact cost per unit, and *briefly note its importance to your project*. Identify the most critical items in your budget. You may request up to a maximum of \$150 for expenses directly related to your thesis project.

**Note:** Honors Thesis Grants only cover costs directly related to completing your thesis project. Your application must be received while your thesis work is still in progress; you may not seek retroactive expenses “after the fact” for thesis research activities that have already been completed at the time of application or before award notification. *Honors Thesis Grants do not cover the cost of copying your thesis, or costs associated with presenting your research, such as research posters.*

- **Supplies:** These include, but are not limited to: note-taking supplies (e.g. paper/notebooks, pens/pencils), art supplies, supplies for lab or field work (e.g. chemicals, lab animals, etc.). You should provide the exact cost of each item. You may do this by talking to your faculty mentor, looking through supply catalogs, or shopping around. If you are ordering supplies from a company off campus, be sure to include the cost of shipping and handling.
- **Travel Expenses:** Compute automobile travel costs per mile according to the rate given on the Budget Form. Include only those travel expenses related to the completion of your project.  
*Note:* 1) Travel expenses may not include commuting from your residence to campus, but may include travel to other research sites: e.g., libraries, archives, museums, and the field. 2) Travel expenses may not include food/lodging expenses (e.g. if a hotel stay is necessary during research). 3) As noted above, Honors Thesis Grant funds may not be used for the costs of *presenting* your research. If you wish to present the results of your research at a professional conference or meeting, there is a separate Research Presentation Grant for which you may apply after your research is complete.
- **Other Expenses:** This category refers to any expenses in the following areas—photocopies, phone calls, postage, special fees for access to research sites, or services rendered—along with any expenses that might not be covered within the other categories. Most of these items should be calculated by the number needed for your research project and the cost for each. For example, 100 photocopies multiplied by 10 cents each will give you the total amount of \$10 needed by you. For “services rendered,” you should contact the person or department where the work will be done for an estimate of the cost.
- **Permanent Equipment:** While the Hamel Center is willing to provide support for permanent equipment necessary to your research project, we may request that your home department share the cost of such equipment. Non-expendable items purchased with Honors Thesis Grant funds (e.g., books, computer software, music recordings/sheet music, electronics, mechanical equipment, durable lab equipment) are University property and must be returned to the University once the project is complete.

### ***Please take note of these particular guidelines:***

1. **Software:** The Hamel Center will approve the cost of software only in special instances, and where the student provides a clear rationale for needing to *purchase* the software – as opposed to accessing the software through other University resources. Several software applications (including SPSS) are available for use at no cost by the entire campus through a central UNH network license. Faculty and students can access these licensed applications through their own personal computers or through the campus-wide computer clusters. Thus, students who are requesting Hamel Center grant funds to support the cost of software must include in their application a clear explanation of why the purchase of software is necessary to the success of the research project. For more information about UNH Academic Software Applications available through network license, see <https://td.unh.edu/TDClient/KB/ArticleDet?ID=770>
2. **Books:** If you include books among your expenses, you must verify that these books are not available through the UNH Library system, including Inter-Library Loan (ILL) and the Boston Library Consortium (BLC). See [www.library.unh.edu](http://www.library.unh.edu) for more information.