

## Part 1: STUDENT INFORMATION

Student Name: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Student ID: \_\_\_\_\_

Major: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Part 2: DESCRIPTION OF PROPOSED PROJECT

### Project Title

\_\_\_\_\_

### APEX Track

Please place an X next to appropriate track. This CAN be changed at a later date if needed.

 Traditional Research Service/Internship Presentation/Exhibition

### HON 301

 I completed HON 301.**If yes, please provide:**

Semester &amp; Year: \_\_\_\_\_

HON 301 Professor's Name: \_\_\_\_\_

 I am requesting a substitution for HON 301.I understand that I will need to replace HON 301 with another Honors Elective, and **the total number of required Honors credits (24) will be unchanged by this substitution.**

### APEX Credits (minimum three credits)

A minimum of 3 credits is required for the APEX project. In some cases, a second semester (an additional 3 credits) is needed to complete the APEX. Below, please indicate the semester(s) in which you will take APEX credits, and course(s) used to take them. If you anticipate that you only need three credits, you should leave the second course information blank. Also note that you must complete the first course before beginning the second (e.g., complete work outlined in HON 490 before signing up for HON 491). Some departments offer courses in which the APEX credits can be completed. Please talk to your HON 301 instructor, major advisor and/or Honors advisor to determine the best course(s) for your APEX. A list of department-offered courses that may be taken in lieu of HON 490 is available on the last page of this form to assist you and your advisors with that decision.

**1. Required**

Semester &amp; Year \_\_\_\_\_

Course \_\_\_\_\_

**2. Optional**

Semester &amp; Year \_\_\_\_\_

Course \_\_\_\_\_

### Proposal Narrative

Please attach a detailed explanation of your proposed APEX. It should follow the format of the Office of Undergraduate Research (OUR) grant application, which includes the following:

1. Background information with citations and a bibliography
2. Research question(s)/thesis statement/problem statement
3. Objectives of the proposed project
4. Description of the proposed work AND if you believe it will take one or two semesters. If two semesters are required, indicate which part(s) of the work plan will occur in the first and second semesters.
5. Explanation of how the project represents a culmination of one's skills

For students wishing to apply for the OUR grant, please see the OUR website for additional information regarding requirements: <http://www.umassd.edu/our/fundingyourresearch/>

## Part 3: APEX RESPONSIBILITIES AND TIMELINE

### Overview and Responsibilities

Completion of the APEX is a requirement for graduating as a Commonwealth Scholar. Although much of the onus of the APEX is on the student, the APEX mentor plays a critical role in each stage of the process. Below are general guidelines outlining the general responsibilities of the student and mentor. There is also a template that can be used to develop a timeline. Remember, before you start your APEX, make sure to register for your APEX credits (at least three)!

***Please Note: This is a template. It can and should be edited by the student and advisor so it is appropriate for the project.***

Topic	Student's Responsibilities	APEX Mentor's Responsibilities
Topic Development and Methodology	Develop a focused, feasible, and worthwhile topic. This will involve several iterations and require the student to be flexible.	The advisor's primary responsibility is to make sure the topic is feasible and that the project can be completed in a reasonable timeframe (usually 1 year). The advisor should assist in developing the theoretical framework and the methodological approach.
Choosing Committee	Do some preliminary work identifying potential committee members. This is most easily done by looking at the department website and exploring faculty interests.	Offer advice and recommendations for committee members. May be from within or outside of department (note that department rules may vary).
Creating and Adhering to a Timeline	Adhere to all deadlines. If the student cannot meet a deadline, the advisor should be notified in advance. The student need not seek perfection on early drafts!	Set deadlines for various components of the project (e.g., annotated bibliography, draft of lit review, etc). Make sure to keep in touch with the student to ensure deadlines are realistic.
Meetings	Be on time to all meetings with the advisor and the committee. The student should come prepared with questions, any drafts, and concerns. Let the advisor know in advance if you will be travelling or cannot meet.	Schedule regular meetings with your student (at least once every other week). Assist in setting up committee meetings and booking rooms. Give guidance in terms of how you want him or her to prepare for the next meeting.
Advising/ Communication	Use the advisor's expertise. Ask your advisor about methodology, theoretical frameworks, and germinal work you should be citing. Respond to questions from your advisor promptly.	Respond to student questions in a timely manner! If you do not hear from your student, please make sure to reach out to make sure everything is still on track.
Drafts/ Feedback	Submit sections or chapters as they are completed (on or before the deadline). Although the drafts will not be perfect, the student should spellcheck and re-read the document before submitting to catch any obvious errors. Include comments and/or specific questions that you have right in the document.	Provide written and/or verbal feedback on student drafts. Feedback should be critical but supportive. Try to return drafts in a timely manner (e.g., 1 week).

## Timeline Template

Students and APEX mentors can use this template to develop a project timeline. Please feel free to change the goals to correspond to the specific project (e.g., not all projects will require IRB approval).

GOAL	MONTH									
	Sum	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project conception										
Background reading										
Annotated bibliography										
Literature review										
Research methods planning										
Draft of methods										
PROPOSAL										
Submit IRB (if necessary)										
Data collection										
Data analysis										
Discuss findings										
Draft of results/discussion										
Further drafts										
FINAL MEETING										
Final draft										
Public Presentation										

## Institutional Review Board (IRB)

Will this project require IRB review?

If yes, are you CITI certified?

Student:

APEX Mentor:

More information regarding IRB and CITI can be found within the [UMassD IRB User Guide](#).

## Required Signatures

**\*\*Be sure to read the comments box below after Dr. Shapiro's review. This box will contain Dr. Shapiro's feedback, potential revision requests, and/or your permission number for HON 490.**

**I acknowledge that I have reviewed the APEX requirements in the [APEX Handbook](#) and I understand that a Final APEX Paper is required.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I acknowledge that I have reviewed and approve the attached APEX Proposal, Responsibilities grid, and Timeline chart. I understand that the student must submit a Final APEX Paper and additional APEX information can be found in the [APEX Handbook](#).**

\_\_\_\_\_  
APEX Mentor Name

\_\_\_\_\_  
APEX Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Honors Dean Name

\_\_\_\_\_  
Honors Dean Signature

\_\_\_\_\_  
Date

## Comments:

**APEX Courses by College and Major**

Arts & Sciences	APEX	
1 Biology	HON 490	or BIO 440
2 Chemistry	HON 490	or CHM 499
3 Communication	HON 490	
4 Crime & Justice Studies	HON 490	CJS 495
5 Economics	HON 490	
6 Economics Healthcare Services Admin	HON 490	
7 English	HON 490	
8 French	HON 490	
9 Health & Society	HON 490	
10 History	HON 490	
11 Liberal Arts	HON 490	
12 Mathematics (BA or BS)	HON 490	
13 Philosophy	HON 490	
14 Political Science	HON 490	
15 Public Administration (BA or BS)	HON 490	
16 Portuguese	HON 490	
17 Psychology	HON 490	PSY 495
18 Sociology and Anthropology	HON 490	SOA 492
19 Spanish	HON 490	
20 Women's & Gender Studies	HON 490	

Nursing & Health Sciences	APEX	
1 Nursing	HON 490	
2 Medical Laboratory Science	HON 490	or MLS 450

Visual & Performing Arts	APEX	
1 Animation & Game Arts	HON 490	
2 Art Education	HON 490	
3 Art History	HON 490	
4 Drawing	HON 490	
5 Fashion Design	HON 490	
6 Graphic Design	HON 490	
7 Illustration	HON 490	
8 Integrated Studio Arts	HON 490	
9 Interior Architecture & Design	HON 490	
10 Music	HON 490	
11 Music Education	HON 490	
12 Painting	HON 490	
13 Photography	HON 490	
14 Printmaking	HON 490	
15 Sculpture	HON 490	

Engineering	APEX	
1 Bioengineering		BNG 497H & 498H
2 Civil Engineering	HON 490	
3 Computer Science	HON 490	CIS 498H & 499H
4 Data Science		DSC 498H & 499H
5 Electrical & Computer Engineering	HON 490	
6 Mechanical Engineering	HON 490	MNE 497H & 498H
7 Physics		PHY 490H

Business	APEX	
1 Accounting	HON 490	
2 Finance	HON 490	
3 General Business Administration	HON 490	
4 Management Information Systems	HON 490	
5 Management	HON 490	
6 Marketing	HON 490	
7 Operations Management	HON 490	

\*\*\* Please Note: Students may select an alternate course to satisfy their APEX requirement with permission from their Department and the Honors College.

SAMPLE

## APEX RESPONSIBILITIES CONTRACT

### Commonwealth Honors Project

*(Sample Form)*

#### Overview and Responsibilities

Completion of the APEX is a requirement for graduating as a Commonwealth Scholar. Although much of the onus of the APEX is on the student, the advisor plays a critical role in each stage of the process. Below are general guidelines outlining the general responsibilities of the student and advisor. There is also a template that can be used to develop a timeline. Remember, before you start your APEX, make sure to register for your APEX credits (at least three)!

***Please Note: This is a template. It can and should be edited by the student and advisor so it is appropriate for the project.***

Topic	Student's Responsibilities	Advisor's Responsibilities
Topic Development and Methodology	Develop a focused, feasible, and worthwhile topic. This will involve several iterations and require the student to be flexible.	The advisor's primary responsibility is to make sure the topic is feasible and that the project can be completed in a reasonable timeframe (usually 1 year). The advisor should assist in developing the theoretical framework and the methodological approach.
Choosing Committee	Do some preliminary work identifying potential committee members. This is most easily done by looking at the department website and exploring faculty interests.	Offer advice and recommendations for committee members. May be from within or outside of department (note that department rules may vary).
Creating and Adhering to a Timeline	Adhere to all deadlines. If the student cannot meet a deadline, the advisor should be notified in advance. The student need not seek perfection on early drafts!	Set deadlines for various components of the project (e.g., annotated bibliography, draft of lit review, etc). Make sure to keep in touch with the student to ensure deadlines are realistic.
Meetings	Be on time to all meetings with the advisor and the committee. The student should come prepared with questions, any drafts, and concerns. Let the advisor know in advance if you will be travelling or cannot meet.	Schedule regular meetings with your student (at least once every other week). Assist in setting up committee meetings and booking rooms. Give guidance in terms of how you want him or her to prepare for the next meeting.
Advising/ Communication	Use the advisor's expertise. Ask your advisor about methodology, theoretical frameworks, and germinal work you should be citing. Respond to questions from your advisor promptly.	Respond to student questions in a timely manner! If you do not hear from your student, please make sure to reach out to make sure everything is still on track.
Drafts/ Feedback	Submit sections or chapters as they are completed (on or before the deadline). Although the drafts will not be perfect, the student should spellcheck and re-read the document before submitting to catch any obvious errors. Include comments and/or specific questions that you have right in the document.	Provide written and/or verbal feedback on student drafts. Feedback should be critical but supportive. Try to return drafts in a timely manner (e.g., 1 week).

Student Name \_\_\_\_\_

APEX Mentor Name \_\_\_\_\_

APEX Mentor Email \_\_\_\_\_

**Overview and Responsibilities**

Completion of the APEX is a requirement for graduating as a Commonwealth Scholar. Although much of the onus of the APEX is on the student, the advisor plays a critical role in each stage of the process. Below are general guidelines outlining the general responsibilities of the student and advisor. There is also a template that can be used to develop a timeline. Remember, before you start your APEX, make sure to register for your APEX credits (at least three)!

***Please Note: This is a template. It can and should be edited by the student and advisor so it is appropriate for the project.***

Topic	Student's Responsibilities	Advisor's Responsibilities





## APEX PROGRESS REPORT

Commonwealth Honors Project

Student Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Student ID: \_\_\_\_\_ Major: \_\_\_\_\_

Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

### Progress Report Details

Please describe your progress since the submission of your APEX Proposal, and refer to your APEX Timeline. You should include the following information (if relevant):

- If you have received IRB approval (if necessary)
- Progress on participant recruitment (if relevant)
- Data/materials collection progress

***Please note:***

*If significant changes have occurred to your initial APEX proposal (e.g. track, topic, methods, procedure, timeline, APEX Mentor, etc.), please complete the APEX Revision Form.*

### Submission Deadline

**Your progress report is due on the Friday of the 8th week of each semester, by 5:00pm.**

**After review, be sure to check the Comments box below for the Dean's feedback/requests.**

### Required Signatures

Student: \_\_\_\_\_

APEX Mentor: \_\_\_\_\_

Honors Dean: \_\_\_\_\_

Comments:

Student Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Student ID: \_\_\_\_\_ Major: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Not UMassD Email, please)**Project Title:** \_\_\_\_\_**APEX Affirmation**

This Commonwealth Honors APEX has been submitted, defended, and approved in accordance with the policies of the Commonwealth Honors Program and the University of Massachusetts Dartmouth Honors College. **A copy of the Final APEX Paper is attached.**

**Required Public Presentation**\_\_\_\_\_  
**Venue of public presentation** (Example: Honors Convocation Poster Session) **Date****APEX Course(s)**\_\_\_\_\_  
**Course and Semester** (Example: HON 490, Spring 20##) **Final Grade**\_\_\_\_\_  
**Second Course and Semester, if applicable** **Final Grade****Permission to Share**

I give the Honors College permission to share my APEX with future Honors students.

Student: \_\_\_\_\_  
Name Sign Date**Approvals**

Please remember that committee members' signatures are required, if applicable.

APEX Mentor: \_\_\_\_\_  
Name Sign DateCommittee Member: \_\_\_\_\_  
Name Sign DateCommittee Member: \_\_\_\_\_  
Name Sign DateHonors Dean: \_\_\_\_\_  
Name Sign Date

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UNIVERSITY OF MASSACHUSETTS DARTMOUTH

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I represent and warrant that my manuscript is my original work, does not infringe or violate the rights of others, and that I have the right to make the grant conferred by this non-exclusive agreement. Whenever possible, I have obtained permission of the copyright owner to grant to UMass Dartmouth the rights required by this Agreement.

I represent that I have fulfilled any right of review or other obligation required by contract or agreement with any agency or organization that has sponsored or supported my research.

I acknowledge that I retain ownership rights to the copyright of my work. I also retain the right to use all or part of my manuscript in future works I may create.

Claire T. Carney Library will make the submission available to the public using a Creative Commons Attribution / Non-commercial / No derivative works license accompanied by a copyright statement indicating the author's continuing rights. Claire T. Carney Library will take all reasonable steps to ensure that the author's name remains clearly associated with the submission and that no alterations of the content are made.

In addition, I would like my work made available:

- As soon as possible.
- Six months after my degree date (no justification required).
- One year after my degree date (the reason for the request must be sent to the Department Chairperson who will then forward his/her recommendation to the Associate Provost for Graduate Studies for final approval).

---

Printed Name

Signature

---

Date

**Part 1: STUDENT INFORMATION**

Student Name: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_  
 Student ID: \_\_\_\_\_ Major: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Part 2: DESCRIPTION OF PROPOSED PROJECT**

**Original Project Title**

**Original APEX Track**

Traditional Research       Service/Internship       Presentation/Exhibition

**Project Changes:**

**Has your APEX Track and/or Topic changed?**  **If yes, please attach a new narrative, contract, & timeline using the respective paper clip buttons below.**

My APEX Track has changed:  If yes, my new APEX Track is:   
 My APEX Topic has changed:  If yes, my new APEX Topic is:

**My APEX Track & Topic are the same, but changes have occurred.**   
**I have attached a summary of these changes using the paper clip button to the left.**

**APEX Credits (minimum three credits)**

A minimum of 3 credits is required for the APEX project. In some cases, a second semester (an additional 3 credits) is needed to complete the APEX. Below, please indicate the semester(s) in which you will take APEX credits, and course(s) used to take them. If you anticipate that you only need three credits, you should leave the second course information blank. Also note that you must complete the first course before beginning the second (e.g., complete work outlined in HON 490 before signing up for HON 491). Some departments offer courses in which the APEX credits can be completed. Please talk to your HON 301 instructor, major advisor and/or Honors advisor to determine the best course(s) for your APEX. A list of department-offered courses that may be taken in lieu of HON 490 is available on the last page of this form to assist you and your advisors with that decision.

<b>1. Required</b>	<b>2. Optional</b>
Semester & Year _____	Semester & Year _____
Course _____	Course _____

**Proposal Narrative**

Please attach a detailed explanation of your proposed APEX. It should follow the format of the Office of Undergraduate Research (OUR) grant application, which includes the following:

1. Background information
2. Research question(s)/thesis statement/problem statement
3. Objectives of the proposed project
4. Description of the proposed work AND if you believe it will take one or two semesters. If two semesters are required, indicate which part(s) of the work plan will occur in the first and second semesters.
5. Explanation of how the project represents a culmination of one's skills.

For students wishing to apply for the OUR grant, please see the OUR website for additional information regarding requirements: <http://www.umassd.edu/our/fundingyourresearch/>

## Part 3: APEX RESPONSIBILITIES AND TIMELINE

### Overview and Responsibilities

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***Please Note: This is a template. It can and should be edited by the student and advisor so it is appropriate for the project.***

Topic	Student's Responsibilities	APEX Mentor's Responsibilities
Topic Development and Methodology	Develop a focused, feasible, and worthwhile topic. This will involve several iterations and require the student to be flexible.	The advisor's primary responsibility is to make sure the topic is feasible and that the project can be completed in a reasonable timeframe (usually 1 year). The advisor should assist in developing the theoretical framework and the methodological approach.
Choosing Committee	Do some preliminary work identifying potential committee members. This is most easily done by looking at the department website and exploring faculty interests.	Offer advice and recommendations for committee members. May be from within or outside of department (note that department rules may vary).
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Advising/ Communication	Use the advisor's expertise. Ask your advisor about methodology, theoretical frameworks, and germinal work you should be citing. Respond to questions from your advisor promptly.	Respond to student questions in a timely manner! If you do not hear from your student, please make sure to reach out to make sure everything is still on track.
Drafts/ Feedback	Submit sections or chapters as they are completed (on or before the deadline). Although the drafts will not be perfect, the student should spellcheck and re-read the document before submitting to catch any obvious errors. Include comments and/or specific questions that you have right in the document.	Provide written and/or verbal feedback on student drafts. Feedback should be critical but supportive. Try to return drafts in a timely manner (e.g., 1 week).

## Timeline Template

Following is a template that the student and APEX mentor can use to develop a timeline for the thesis project. Please feel free to change the goals to correspond to the specific project (e.g., not all projects will require data collection).

GOAL	MONTH									
	Sum	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Project conception										
Background reading										
Annotated bibliography										
Literature review										
Research methods planning										
Draft of methods										
PROPOSAL										
Submit IRB (if necessary)										
Data collection										
Data analysis										
Discuss findings										
Draft of results/discussion										
Further drafts										
FINAL MEETING										
Final draft										
Public Presentation										

## Institutional Review Board (IRB)

Will this project require IRB review?

If yes, are you CITI certified?

Student:

Faculty Advisor:

More information regarding IRB and CITI can be found within the [UMassD IRB User Guide](#).

## Required Signatures

**\*\*Be sure to read the comments box below after Dr. Shapiro's review. This box will contain Dr. Shapiro's feedback, potential revision requests, and/or your permission number for HON 490.**

**I acknowledge that I have reviewed the APEX requirements in the [APEX Handbook](#) and I understand that a Final APEX Paper is required.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**I acknowledge that I have reviewed and approve the attached Summary of Changes or Proposal Narrative, Responsibilities grid, and Timeline chart (as applicable). I understand that the student must submit a Final APEX Paper and additional APEX information can be found in the [APEX Handbook](#).**

\_\_\_\_\_  
APEX Mentor Name

\_\_\_\_\_  
APEX Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Honors Dean Name

\_\_\_\_\_  
Honors Dean Signature

\_\_\_\_\_  
Date

## Comments:

**APEX Courses by College and Major**

Arts & Sciences	APEX	
1 Biology	HON 490	or BIO 440
2 Chemistry	HON 490	or CHM 499
3 Communication	HON 490	
4 Crime & Justice Studies	HON 490	CJS 495
5 Economics	HON 490	
6 Economics Healthcare Services Admin	HON 490	
7 English	HON 490	
8 French	HON 490	
9 Health & Society	HON 490	
10 History	HON 490	
11 Liberal Arts	HON 490	
12 Mathematics (BA or BS)	HON 490	
13 Philosophy	HON 490	
14 Political Science	HON 490	
15 Public Administration (BA or BS)	HON 490	
16 Portuguese	HON 490	
17 Psychology	HON 490	PSY 495
18 Sociology and Anthropology	HON 490	SOA 492
19 Spanish	HON 490	
20 Women's & Gender Studies	HON 490	

Nursing & Health Sciences	APEX	
1 Nursing	HON 490	
2 Medical Laboratory Science	HON 490	or MLS 450

Visual & Performing Arts	APEX	
1 Animation & Game Arts	HON 490	
2 Art Education	HON 490	
3 Art History	HON 490	
4 Drawing	HON 490	
5 Fashion Design	HON 490	
6 Graphic Design	HON 490	
7 Illustration	HON 490	
8 Integrated Studio Arts	HON 490	
9 Interior Architecture & Design	HON 490	
10 Music	HON 490	
11 Music Education	HON 490	
12 Painting	HON 490	
13 Photography	HON 490	
14 Printmaking	HON 490	
15 Sculpture	HON 490	

Engineering	APEX	
1 Bioengineering		BNG 497H & 498H
2 Civil Engineering	HON 490	
3 Computer Science	HON 490	CIS 498H & 499H
4 Data Science		DSC 498H & 499H
5 Electrical & Computer Engineering	HON 490	
6 Mechanical Engineering		MNE 497H & 498H
7 Physics		PHY 490H

Business	APEX	
1 Accounting	HON 490	
2 Finance	HON 490	
3 General Business Administration	HON 490	
4 Management Information Systems	HON 490	
5 Management	HON 490	
6 Marketing	HON 490	
7 Operations Management	HON 490	

\*\*\* Please Note: Students may select an alternate course to satisfy their APEX requirement with permission from their Department and the Honors College.



## Request for Proposals APEX Support Grant

The Honors College is pleased to invite proposals for the APEX Support Grant (referred to in this document as the *APEX Grant*). The APEX Grant is an internal funding opportunity aimed at augmenting OUR funding in support of APEX work. The program is designed to support research among Honors students working with mentors who do not have available funding to cover expenses necessary for the completion of the APEX. The program will offer awards of up to \$500. Funding availability and the total amount of award requests will determine the number of APEX Grants awarded each year. Applications are rolling during the academic year and will be awarded based on merit until the year's funding is fully distributed. Questions about the application or funding may be directed to Dean Shapiro (ashapiro@umassd.edu).

### Deadlines and Project Eligibility

To be eligible, the applicant must be a current Honors student in good standing, the request must be made in support of APEX work, and the student must be registered for APEX credit at the time the work will commence. The APEX project must already be approved by the Dean and the project should be at a sufficiently advanced stage of planning to allow the applicant to create a list of necessary expenses that can be itemized.

This grant program is meant to supplement funding already available for undergraduate research by the Office of Undergraduate Research (OUR). OUR offers funding in each semester and summer to support undergraduate research. Preference will be given to applicants who have also applied for OUR funding. [Information about OUR funding](#) is available on the OUR website.

There are no specific deadlines for the APEX Grant, as applications are rolling. Applicants are encouraged to apply for APEX Grant funding as early in the academic year as possible, as funding is anticipated to run out before the end of the academic year. Students are also encouraged to begin preparation of the application well in advance of when funds are needed to ensure sufficient time to collaborate with the APEX mentor on the application, for internal review by the College, and for dispersal of funds.

### Eligible Expenses

The Honors College recognizes that APEX needs will vary a great deal between and even within disciplines. As such, the type of expenses eligible for funding will vary widely depending on the project being undertaken. Allowable expenses are those that stem directly from the APEX project and are required to carry it out.

Examples of eligible expenses may include (but are not limited to) laboratory chemicals, supplies or samples; fees to external labs for analysis; payment to human subjects; studio supplies; or travel to data collection sites or specialized archives. Living expenses, commuting costs, tuition and fees, conference travel, and other such expenses not directly related to carrying out the research will not be funded. Also ineligible are requests for items or services already available on campus such as statistical software, survey software, and computers.

### How to Apply

Applications should be prepared by students, in collaboration with the APEX mentor. It is expected that the mentor will have read and approved the application and can confirm that of the mentor's external funding is available for the APEX work. The application should include:

- A completed cover page (last page of this document)
- A 2-page (maximum) project description with 1-inch margins and 12-point font, uploaded with the application through the portal. The approved APEX proposal can be revised to meet this requirement. The description should have 5 sections:
  - Brief **problem statement/motivation**
  - Abbreviated **background information**
  - Clear, detailed **goals and objectives**
  - Detailed information about **approach/methodology**
  - Clear statement of **anticipated outcomes**
- A **reference page** is also required, and is not included in the 2-page project description maximum.
- An **itemized budget and budget justification** for the APEX support (up to \$500) on a separate page. This page should have three sections:
  - **Budget request table.** Information about how to format the budget is provided below.
  - **Budget justification.** This section should explain why each item is necessary for completion of the work, and should make sense in the context of the methodology described in the proposal.
  - **Other financial support.** A list of other possible sources of support for the work, such as funds from OUR, the faculty mentor, or department should also be included on the budget page. If other funding was received, an explanation should be provided for why additional funding from the Honors College is needed. If an OUR application was made, this section should include the date of the application, details of the OUR budget request, and amount of funding received. If no other forms of support are available, this should be stated clearly.

#### How to Create an Itemized Budget for Research Support

Even if the project requires a single item, all requests should be itemized in a table, as shown in the examples below. An itemized budget should show a breakdown of the requested materials, with an estimate of their cost.

##### Example 1:

Item	Quantity	Cost	Total
Paint quarts for mural	18	\$20	\$360
<b>TOTAL</b>			<b>\$360</b>
OUR funds awarded			\$0
Mentor funds			\$0
Major Department Funds			<b>-\$100</b>
<b>Total funding request to Honors College</b>			<b>\$260</b>

##### Example 2:

Item	Quantity	Cost	Total
Cotton Swabs	2 packages (250 count)	\$4	\$8
Petri Dishes	50	\$2	\$100
Growth medium	500 ml	\$200	\$200
Pipettes	1 package of 50	\$50	\$50
DNA Purification Kit	1	\$250	\$250
<b>TOTAL</b>			<b>\$608</b>
OUR funds awarded			<b>-\$300</b>
Mentor funds			\$0
<b>Total funding request to Honors College</b>			<b>\$308</b>

Please submit applications via the web portal. The portal will require the faculty mentor's approval before consideration by the Honors College.

Two important things to note about budgets:

- Changes to the budget after an award is made will require submission of a revised budget, revision of the proposal, and a written explanation of the reason(s) for the alteration to the proposal before any expenses are approved by the Dean's office. Funding of the award will be contingent on approval of the revisions and is not guaranteed.
- The University has changed the regulations for monetary compensation (including cash and gift cards) to human participants. If your proposal includes payment to human subjects, please contact the Office of Research Development to learn about requirements before submitting a funding proposal.

#### **Review Criteria**

Proposals will be reviewed by the Dean and Faculty Director of the Honors College using the following criteria:

- Prior approval of the APEX project by the Dean
- Relevance of the proposal to the goals of the APEX project
- Relevance and appropriateness of the requested budget items to the goals of the APEX project
- Quality, completeness, and clarity of the APEX Grant proposal
- Endorsement of the APEX mentor
- Attempt to gain OUR and other funding
- Availability of APEX Grant funds
- Availability of other funds for the APEX work

SAMPLE





## Request for Proposals Honors Student Travel Grant

The Honors College is pleased to invite proposals for the Honors Student Travel Grant. The Travel Grant is an internal funding opportunity aimed at augmenting Office of Undergraduate Research (OUR) travel funding. The program is designed to provide funding for travel to professional conferences at which the student is presenting research. Students in need of funds to travel to conduct APEX research (e.g., archives or a field site), should apply for the APEX Support Grant. The Travel Grant program will offer awards of up to \$500. Funding availability and the total amount of award requests will determine the number of Travel Grants awarded each year. Applications are rolling during the academic year and will be awarded based on merit until the year's funding is fully distributed. Questions about the application or funding may be directed to Dean Shapiro (ashapiro@umassd.edu).

### Eligibility, Requirements, and Deadlines

To be eligible, the applicant must be a current Honors student in good standing. The student must be an author on a presentation that has been accepted by a professional conference prior to applying for funds. Students must provide evidence that the poster or talk was accepted to the conference (e.g., an email or conference proceedings) as part of the application. This grant program is meant to supplement funding already available for undergraduate travel by the OUR, which offers funding in each semester to support undergraduate travel related to conference presentations and research. Preference will be given to applicants who have also applied for OUR funding. [Information about OUR funding](#) is available on the OUR website.

**IMPORTANT:** All University-related travel requires compliance with the campus travel policies. This includes submission of the Domestic Student Travel Form. This form and information about all requirements are [available on the University website](#). Also, to prevent students being taxed on their travel award, funds are provided only as reimbursement for travel expenses. To receive reimbursement, students are responsible for submitting valid, original receipts in compliance with campus policy.

There are no specific deadlines for the Travel Grant, as applications are rolling. Applicants are encouraged to apply for Travel Grant funding as early in the academic year as possible, as funding is anticipated to run out before the end of the academic year. Students are also encouraged to begin preparation of the application well in advance of when funds are needed to ensure sufficient time to collaborate with the faculty mentor on the application, for internal review by the College, and for dispersal of funds.

Allowable expenses include but are not limited to:

- Airfare or ground transportation expenses to a research site or conference where student is presenting work
- Lodging while at a research site or conference where student is presenting work
- Meals
- Conference registration fees

### How to Apply

Applications must be submitted via the web portal. The link is available at <https://www.umassd.edu/honors/apex/>. Applications should be prepared by students, in collaboration with the research mentor. It is expected that the mentor will have read and approved the application, and can confirm that the mentor's external funding is unable to cover all travel expenses. The application should include:

- A completed **cover page** (last page of this document)

- **Evidence that the work has been accepted** to the conference, uploaded as part of the application
- An **itemized budget and budget justification** for the travel request (up to \$500) in a document uploaded with the application. This page should have three sections:
  - **Budget request table.** Information about how to format the budget is provided below.
  - **Budget justification.** This section should explain each expense.
  - **Other financial support.** A list of other possible sources of support for the work, such as funds from OUR, the faculty mentor, or department should also be included on the budget page. If an OUR application was made, this section should include the date of the application, details of the OUR budget request, and amount of funding received. If no other forms of support are available, this should be stated clearly.

### How to Create an Itemized Budget for Travel Funding

All requests should be itemized in a table, as shown in the example below. An itemized budget should show a breakdown of the requested amount, with actual or estimated costs. Any other funds received should be listed in the table.

#### Budget Example:

Item	Cost	Estimate or Actual
Airfare	\$550	estimate
Hotel	\$420	estimate
Conference registration fee	\$250	actual
<b>TOTAL travel expense</b>	<b>\$1220</b>	
OUR travel funds awarded	<b>\$-500</b>	
Mentor funds	<b>\$-400</b>	
<b>Total funding request to Honors College</b>	<b>\$320</b>	

Changes to the budget after an award is made will require submission of a revised budget, revision of the proposal, and a written explanation of the reason(s) for the alteration to the proposal before any expenses are approved by the Dean's office. Funding of the award will be contingent on approval of the revisions and is not guaranteed.

#### Review Criteria

Proposals will be reviewed by the Dean and Faculty Director of the Honors College using the following criteria:

- Student's role in the work to be presented
- Quality of the professional conference
- Relevance of the request to the student's major, coursework, and/or APEX
- Relevance and appropriateness of the requested budget items to travel
- Endorsement of the faculty mentor
- Attempt to gain OUR funding
- Availability of Travel Grant funds
- Availability of other funds

