



Approved by the Honors Director _____

Utah State University Honors Capstone Proposal

Please complete this formal proposal with your mentor, obtain appropriate approval, and submit to the Honors office. You should not register for Thesis/Capstone courses (HONR 4900 or departmental equivalent) until you receive project approval from the University Honors Program. **Please type.**

Name: _____ A#: _____

Full Local Address: _____

Phone Number: _____ E-mail: _____

Major(s) and Minor(s): _____

Grad Sem/Year: _____	Capstone Course(s) – list all	Sem/Year	Credits
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How do you plan to present your work publicly? Public Presentation Committee Defense Both

Check box if appropriate: This capstone project also fulfills requirements for the following transcript designation:

- Honors Global Engagement Scholar Honors Service-Learning Scholar

Faculty mentor: _____ (sign below) Department: _____

E-mail: _____

Department Honors Advisor: _____ **Department:** _____
May be student's or mentor's home department

Signature: _____ **E-mail:** _____

Additional committee member: _____ Department: _____

Signature: _____ E-mail: _____

Please attach a TYPED description of your capstone project, including ALL of the following information:

1. Capstone project title;
2. Rationale explaining why this project is the capstone of your undergraduate education;
3. Statement describing the central ideas, research questions, design project, or creative work involved;
4. A description of the major tasks to be completed;
5. An annotated bibliography of at least five research sources (books, materials, people, journals) required for your thesis or capstone. Please use proper citations for your discipline, and include at least three sentences summarizing the main ideas of each source;
6. A timeline to completion, which **must** include at least **two dates**: a) date of penultimate draft submission to mentor, DHA, and other committee member(s) and b) date of final thesis delivery to all members your committee;
7. A clear description of what the final product will be; all projects must have a written component;
8. OPTIONAL: To apply for Honors Research Funds, please complete the attached form..

Faculty capstone mentor approval of proposal:

Faculty mentor signature

Date

Do you support the student's request for funding YES NO N/



Application for Honors Research/Study Abroad Fund

Purpose: The Honors Research and Study Abroad Fund offers financial support for academic activities that enhance honors students' undergraduate experiences.

Eligibility: Only active honors students on track to graduate with honors may apply for Honors Research and Study Abroad Funds, and all funding must be used and accounted for by July 1 of the academic year in which the student graduates. The maximum total award for study abroad is \$1000. Students may request up to \$1000 for trips of at least four weeks and up to \$500 for shorter programs (minimum two weeks). The maximum research award per project is \$500 (minimum request is \$50), and the maximum annual funding per student is \$1000. Each student may receive \$1000 total in study abroad funding and up to four HRF grants of \$500 each during their time in the University Honors Program: maximum funding from the HRSAF for any student is thus \$3,000 total. *Honors prioritizes first-time applications.*

- Study abroad (two-week minimum) is eligible for funding (up to \$1000 total funding).
- Examples of learning opportunities eligible for Honors Research funding (up to \$500 per application) include:
 - Research, scholarship, and creative activities or materials
 - Research trips to archives, libraries, or field sites
 - International service opportunities as contract work
 - International or domestic internships as contract work
 - Presentation at academic conferences
 - Enrollment in a non-USU course that prepares the student for capstone work
 - NCHC "Partners in Parks" program fees and travel expenses for contract work
 - Matching funds for URCO or other academic grants
- Examples of ineligible expenses for Honors Research and/or Study Abroad funding:
 - Personal equipment (iPods, digital cameras, computers, or any equipment that would remain the student's property)
 - Non-professional or educational travel (personal trips, vacations, social events, or short trips abroad that do not meet the four-week Study Abroad Fund minimum)
 - USU tuition
 - Student stipends or wages

How to Apply: The application form asks students to indicate the amount and type of funding requested, describe their specific needs, develop a detailed budget, and identify other sources of funding for which they have applied. Honors encourages students to seek funding from multiple sources and favors applications that do so. Honors evaluates only applications include 1) a typed, complete application form, 2) a 200-word funding request, and 3) a one-page budget description.

Final Reflection and Funding Report: Students awarded Honors Research/Study Abroad funding must submit a 1-2 page reflective funding report to the Honors Program within one month of receiving funding. The report must explain the use of the funding and the specific academics benefits of the funded experience.

Securing Matching Funding: The RGS [website](#) outlines funding opportunities. [USUSA](#) supports student participation in professional conferences. The Undergraduate Research and Creative Opportunities (URCO) [grant](#) has two annual deadlines: October 15 and February 15. Some departments or colleges also match funding. Students completing and disseminating results of at least two semesters of research may apply, with mentor approval, for the *Undergraduate Research Scholar* transcript [designation](#).



Please type your responses:

Name: _____ A #: A _____

Email: _____ Phone: _____

Anticipated graduation term: _____

Amount you are requesting: _____

Will this award be used as matching funds for another award that you have already received? If so, please list that award here:

List other funding for which you have applied, including departmental, URCO, or USUSA funds:

If you have **not** applied for other funding, why not?

Please TYPE and attach the following:

- *A 200-word description of **what** you will do with the requested funding, **where** and **when** you will do it, and **why** this funding would benefit you academically..*
- *A detailed one-page budget*

In addition, you must secure the approval of your research fund proposal from your thesis/capstone faculty mentor (if you are submitting this application with an Honors Thesis/Capstone Proposal form, the faculty mentor may approve on the proposal and need not sign again here):

Faculty thesis/capstone mentor approval: Do you support the student's request for Honors funding YES NO

Faculty mentor signature

Date