



Approved by the Honors Director \_\_\_\_\_

## Utah State University Honors Thesis/Capstone Formal 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: \_\_\_\_\_

Thesis Course	Sem/Year	Credits

If you have multiple courses for your thesis/capstone, please list here: \_\_\_\_\_

Check box if appropriate: This thesis/capstone project fulfills requirements for the

- Honors Global Engagement Scholar Program       Honors Service-Learning Scholar Program

Faculty mentor: \_\_\_\_\_ Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

One committee member: \_\_\_\_\_ Department: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Department Honors Advisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

### Please attach a TYPED description of your thesis/capstone project, including the following information:

1. Thesis or 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 research sources (books, materials, people, journals) required for your thesis or capstone. Please use proper citations for your discipline, and include at least 3 sentences summarizing the main ideas of the source
6. A timeline to completion, which **must** include at least **two dates**: a) date of penultimate draft submission to mentor and committee and b) date of final thesis delivery to 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 thesis/capstone mentor approval of project:

\_\_\_\_\_  
Faculty mentor signature

\_\_\_\_\_  
Date



## Application for Honors Research Fund

**Purpose:** Honors students may apply individually or in groups for funding to support activities that enhance their undergraduate education. Only Honors students (or groups comprised entirely of Honors students) are eligible to apply.

Examples of learning opportunities that would be eligible for Honors Research Funding:

- Research, scholarship, and artistic activities or materials
- International service opportunities
- Participation in academic conferences
- Study abroad, particularly that with a research focus
- Matching funds for URCO or other academic grants

Examples of requests that are NOT eligible for Honors Research Funding:

- Equipment purchases (such as iPods, digital cameras, etc.)
- Domestic service trips
- Trips of a personal nature
- Tuition for courses

**Criteria:** Students must be enrolled at Utah State University with good standing in the University Honors Program.

*First time applicants will receive priority.*

Applications will be accepted on a rolling basis throughout the academic year. The application form (below) must be completed fully. Applications will be evaluated only once students have submitted a completed application form, a one-page budget description, and a letter of support from a faculty member.

Students selected to receive an Honors Research Award must submit a 1-2 page final report to the Honors Program within one month of using their funding. The report should describe and explain the benefits of the experience for which the student received the award.

Award amounts vary, but may range from \$50 to \$500. Students may request a Research Award even if the total amount of the event or experience exceeds \$500.

### **Information that may help you secure matching funding:**

The ASUSU Academic Opportunity Fund supports student participation in professional conferences. A form is available on the Undergraduate Research website. The Undergraduate Research & Creative Opportunities (URCO) Grant features two competitions during the academic year: October 15 and February 15. Information is available at <http://research.usu.edu/undergrad>. See Funding Opportunities. Some departments may also match funding from the University Honors Program.

NOTE: Students who complete a minimum of two semesters of research, disseminate the results, and have the approval of a faculty mentor may apply for an *Undergraduate Research Scholar* transcript designation. The application is also on the Undergraduate Research website.



**Please type your responses!**

Name: \_\_\_\_\_ A #: A \_\_\_\_\_

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

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 ASUSU 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:*

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

\_\_\_\_\_  
Faculty mentor signature

\_\_\_\_\_  
Date