

UNIVERSITY OF  
CENTRAL MISSOURI.  
— THE —  
HONORS COLLEGE

## ***Honors Project FAQ***

### **Proposal**

*What must be done prior to starting my honors project?*

Each student is required to schedule an appointment with the Dean of The Honors College & International Affairs or the Coordinator of Undergraduate Research to discuss his or her honors project. Meetings can be scheduled by calling the front office at, 660-543-4633. After the meeting and once initial approval to proceed on the project is received, students can expect to receive a confirmation message via email. Note that this message will contain an attachment with guidelines about how to construct your proposal.

*Do I have to know exactly what I am doing before setting up this appointment?*

Not necessarily. At minimum, however, all students should have a general idea of their area(s) of interest and possible avenues for further research or creative development. Note that, with rare exceptions, all honors projects must be conducted in a student's academic major.

*What additional resources are available for students searching for an appropriate honors project topic?*

"Developing an Honors Project" sessions are offered once per semester. In these sessions, students learn more about the expectations and requirements, as well as hear directly from peers who are in the process of completing—or have recently completed—their honors projects. Additionally, students who would like to see samples of previous projects may schedule an appointment with The Honors College office. Of course faculty in relevant majors are also key resources, as they will have the knowledge and expertise to guide students to an appropriate research or creative topic.

*What will I need to do to get registered for HONR 4000?*

To register for HONR 4000, all students must meet with the Dean of The Honors College & International Affairs or the Coordinator of Undergraduate Research, identify a faculty mentor, submit and have approved an honors project proposal. Once those steps are complete, students can expect to receive an email with permission to register. *Note that students are to register during the open enrollment period for the semester in which they plan to enroll in the course.*

*How and when will I learn the results of my proposal?*

Honors students are notified via email regarding the approval or denial of their proposal. Please note that the approval process takes about 2 weeks. Students who have not been notified within that time frame are asked to contact The Honors College office directly.

*Do I have to submit a proposal in the same semester I want to register for HONR 4000?*

No. Students who wish to work on their project for more than one semester may submit their proposal for approval a semester or two before they plan to actually enroll in the course. For students who wish to enroll in the same semester, proposals need to be completely approved at least two days prior to the add/drop deadline of the semester the student would like to register for HONR 4000. *It is important to remember that students are to register during the open enrollment period for the semester in which they plan to enroll in the course.*

*Will my project need approval from any other university entities other than The Honors College?*

Please note that in most cases, and in accordance with federal law, research projects involving human or animal subjects must be approved by UCM's Human Subjects Review Committee or the Institutional Animal

Care and Use Committee. To determine if your project requires such approval, and to access the information and forms required for submitting your application to either committee, you must visit the Human Subjects Protection Program website: <http://www.ucmo.edu/graduate/hs.cfm>. Approval is not needed before the proposal is submitted, but must be received before any research is conducted.

*What if I change the topic of my original proposal?*

In the course of research and creative endeavors topics do occasionally change. If that is the case you must schedule an appointment with the Dean of The Honors College & International Affairs or the Coordinator of Undergraduate Research to ensure that the magnitude of the change does not require the submission of a new project proposal.

*Can the honors project be the same as another class assignment or requirement?*

In general, the project should differ significantly in terms of content and methodology (80% or more) from any class assignment or project. Please schedule an appointment with the Dean of The Honors College & International Affairs or the Coordinator of Undergraduate Research if you have any questions or need further guidance regarding this issue.

## Funding

*What is the Honors Project Research Fund?*

The Honors Project Research Fund is designated for the support of scholarly and/or creative work completed in conjunction with the Honors Project (HONR 4000). The sole purpose of the fund is to provide material support that in turn promotes and enhances outstanding academic research and/or creative endeavors.

*Who is eligible for funding?*

All Honors College students in good academic standing are eligible for up to \$1000 in allowable and justified expenses essential to the successful execution of the project. Please note that this amount is contingent upon university budget allocations and subject to change.

*When do I make a request for funding?*

Honors College students may make a total of two requests for funding. The Honors Project Proposal contains a budget request and justification component. Additionally, students may submit one supplementary budget request along with the supporting budget request and justification form, either before or after the approval of their proposal. These forms can be found on The Honors College website under the 'Forms' tab.

*What are the criteria for receiving funding?*

Funding requests are evaluated based on three criteria: (1) academic/creative quality of the project; (2) demonstrated importance of the budget to successful completion of the project; and (3) availability of funding. In certain cases, only partial funding will be awarded. The Dean of the Honors College & International Affairs and the Coordinator of Undergraduate Research are responsible for final funding determinations.

*What kinds of items are appropriate for a budget request?*

A broad array of items can be requested depending on the discipline and project. These items include, but are not limited to, materials, equipment, software, and travel for conferences, workshops, or fieldwork. ***In general, funding may not be used for tuition, course fees, or speaker fees.***

*Are there any nuances with funding certain items?*

Yes. In the cases of software, subscriptions, automatic payment renewals, and gift cards (or some other form of participant incentive), these must be purchased by either the student or faculty mentor and then reimbursed. For the latter, all incentive recipients must fill out a Gift/Tax form. If any of these situations apply to your project, please make sure to discuss with the Administrative Assistant to the Dean, Ms. Traci Butler, before any costs are expended.

*Can students complete an honors project in conjunction with a study abroad program?*

Yes, if the study abroad program is academically relevant and serves as a core element of a student's research and/or creative work. Please note, however, that any honors project related expenses incurred in conjunction with a study abroad program must exceed and be separate from any required costs associated with participation in the study abroad experience. If you are considering bundling your honors project with a study abroad program, please be sure to discuss your plans with the Dean of The Honors College & International Affairs or the Coordinator of Undergraduate Research.

*How do I receive my funding?*

Once approved, you should contact The Honors College office (660-543-4633) and schedule an appointment with the Administrative Assistant to the Dean, Ms. Traci Butler, to complete your funding request. Please be certain to bring a copy of your itemized and approved budget request to this meeting. During your meeting with Ms. Butler, the possible means to disburse funds for your project will be reviewed, including:

- Direct order and purchase of your items and/or travel booking by The Honors College.
- Transfer of approved funds to the department housing your faculty mentor. Note that this transfer is made only after the faculty mentor's department purchases approved items, and that prior arrangements must be made with the department.
- Reimbursement to individual students by The Honors College for approved out-of-pocket expenses. Note that such reimbursements are only done when necessary and with prior approval. Student may be liable for any state sales tax incurred as part of the expense.

*What documentation is needed for reimbursements of supplies?*

Original receipts (both itemized and payment) for all purchases must be submitted with your first & last name and 700# written on them.

*What documentation is needed for conference travel reimbursements?*

All original receipts as previously noted, as well as:

- Copy of conference program cover
- Conference agenda
- Page listing your conference presentation

Additionally, you must submit all applicable items listed below:

- Conference registration, which must list:
  - (a) your name as registrant, (b) conference title, and (c) billing information.
- Airfare receipts are required to show:
  - (a) your name for each leg of the trip, (b) the travel dates (flight itinerary), (c) the ticket price (cost and billing summary), and (d) proof of payment for the ticket (billing information).
- Lodging receipts are required to show:
  - (a) your name as a guest in the room, (b) dates of stay, (c) per guest room charge totals (if more than one guest in room), (d) proof of payment.
- Meal receipts must provide both the itemized and proof of payment receipts and fall within UCM's meal policy limits and procedures.
- Mileage reimbursement must provide a mileage log with the following:
  - (a) dates of each trip, (b) beginning and ending odometer readings for each trip, (c) total miles driven per trip, (d) overall total miles driven.

*What happens if I purchase items or travel before approval of my honors project proposal/supplemental budget?*

Expenses that have not been pre-approved cannot be reimbursed.

*What if I am not sure about my expenses at the time of my proposal or need funding before I start my project?*

As noted, all Honors College students may submit one supplementary budget request along with the supporting budget request and justification form, either before or after the approval of their proposal. Each of these forms can be found on The Honors College website under the '[Forms](#)' tab.

*What happens to the items purchased when I am finished with my project?*

Durable items purchased that do not become integrated into your honors project (e.g., a laboratory microscope, technological device, etc.), remain the property of the University of Central Missouri. Items that become part of or integrated into the research or creative project (e.g., construction materials, paint, etc.) remain with the project.

*What happens if I withdraw from The Honors College after I have received any or all of my funding?*

Students who voluntarily withdraw from The Honors College, as well as those who are removed for failing to remain in good academic standing, are liable to the University of Central Missouri for any funding received.

## Assessment

*When is my project due to The Honors College?*

As you complete your Honors Project, please aim to submit a copy of your final project to your faculty mentor for evaluation at least 2-3 weeks before the last week of classes. Such timely submission of your work to your mentor allows ample time for evaluation, as well as time needed for revisions, should your mentor require that your project be revised. Completed projects are due in The Honors College office (JCKL 1450) by the last week of regularly scheduled classes in the semester for which you are enrolled in HONR 4000.

Remember that you are responsible for providing The Honors College office with a completed copy of your project once it has been approved by your faculty mentor.

*What needs to be turned in with my completed project?*

A completed honors project must contain:

- Abstract Cover Sheet signed by your faculty mentor
  - The abstract cover sheet is located on The Honors College website under the forms tab. You can access the form directly using this URL:  
<http://www.ucmo.edu/thehonorscollege/forms/documents/HPAbstractCOVERSHEET.pdf>.
- Abstract
- Any supplies paid for by the university that were not consumed in your project

*How will my project be assessed?*

Your honors project will be evaluated by your faculty mentor using the following criteria:

- A narrative assessment of the mentoring experience
- Identification of what is unique or different in terms of the research design, methodology, and/or results of this project
- The scholarly and/or creative quality of the work done, as well as how the project has enhanced scholarly and/or creative endeavors and/or contributed to existing knowledge in the field
- A quantitative assessment ranging from exceptional to poor
- The scholarly and/or creative significance of the project and whether it could be used as the basis for a peer-reviewed publication or exhibition, a foundation for a graduate thesis, or as a portfolio for further work in its field

*When will my grade be posted?*

Your grade will be posted prior to the registrar's deadline once we receive the following:

- Completed project with any UCM property as described above
- Faculty Mentor Assessment Form

*Where can I present my honors project?*

Honors students are strongly encouraged to present their project at the annual *Scholars Symposium and Creative Achievement Day*. Students may also ask their mentors about the opportunities available to present at regional or national conferences for their specific programs. Additionally, an open reception—to which you, as well as your family, friends and mentor are invited—is held at each graduation where all projects are on display.

*What if I do not complete my project during the semester in which I am enrolled?*

Students are allowed more than one semester to work on an honors project. If you need an extension, please email [thehonorscollege@ucmo.edu](mailto:thehonorscollege@ucmo.edu) with your new expected date of completion. Students in need of an extension must also work closely with their respective faculty mentor to receive permission. Mentors should be asked to withhold assessment paperwork until the project is completed. In cases where an extension is granted, The Honors College office will enter a grade of "U," which will remain until the project is successfully completed and evaluated by the mentor.

*What resources are available for faculty mentors?*

The Honors College works closely with faculty, and is always available to respond to any mentor's questions or concerns. Mentors are encouraged to contact The Honors College office directly with their queries.