

College of Education (COE) Diversity Committee Student Research Grant

What types of research does the COE Diversity Committee fund?

COE students are encouraged to apply for funding to support research needs that advance the mission of the COE Diversity Committee. The proposal of their qualifying project or dissertation work must not only be related to diverse populations, but is also expected to embrace diversity, enhance multicultural perspectives, and advance social justice within your field of study.

How much can I request?

Students can request **up to \$500**. Funding must be explicitly itemized and applied to necessary and reasonable expenses. Eligible expenses may include costs for materials, incentives for participation, payment of web-based applications for data analyses, transportation fees for participants. Based on the number of applications received, a portion up to the full amount of the estimated expenses may be awarded.

When can I apply?

Funding will support research activities completed between **June 1st and May 31st of the current academic year**. **FUNDS MUST BE SPENT BEFORE JUNE 1ST of the current academic year.** Students are eligible for retroactive reimbursement. **Application will be reviewed on a rolling basis.**

How do I apply?

1. Complete the electronic COE Diversity Committee Student Research Grant application and submit it by email at **incoemrc@lehigh.edu**.
2. Indicate your estimated expenses and if your expenses are going to be covered by any other sources.
3. Supply adviser approval via an electronic or printed/scanned signature.
4. **N.B. Students are not allowed to use funds to pay other Lehigh students.**

How will I receive my reimbursement?

1. Please click on the following [link](#) to access the online, electronic form for processing student/adjunct/employee reimbursements.
2. Once you are on this page, click on the **Request Form**.
3. Fill in the following: Your name as the requestor, enter your role, for the approver - fill in: Zach Polzer (zap221@lehigh.edu)
4. When you are finished, you will receive two emails--one to initial and one to sign from Docusign. After your request is processed, you will receive two secure emails from Wells Fargo. Follow the directions in the Wells Fargo emails to set up your Wells Fargo Account. Once your account is set up, just follow the instructions on the purchasing site to enter your transactions for reimbursement.

PLEASE DO NOT EMAIL THIS PAGE AS PART OF YOUR APPLICATION

College of Education (COE) Diversity Committee Student Research Grant Application

INSTRUCTIONS: (Failure to comply will result in the application being denied)

1. Fill out the application completely. Applications are reviewed on a rolling basis.
2. Submit this application form along with the required documents in **one complete file** (PDF or Word) to incoemrc@lehigh.edu
 - a. Be sure to include the following documents:
 - Diversity Committee Student Research Grant Application (this sheet)
 - Estimated Expenses
 - 1-page Commitment Statement (typed in a separate word document, then attached)
 - 1-page Summary of the Research Proposal (typed in a separate word document, then attached)
 - Applicant and Adviser signatures

Applicant Name: _____ Degree Sought: _____

Date: _____ Lehigh ID Number (LIN): _____

Address: _____

Email address: _____ Tel.: _____

COE Academic Program: _____

Name of Faculty Mentor/Adviser for your program: _____

Faculty Mentor for this project: _____

Title of the project: _____

Estimated completion date: _____

Indicate if this project is a qualifier, dissertation, or other: _____

List any other students assisting on this project: _____

College of Education (COE) Diversity Committee Student Research Fund: Itemized Budget

ESTIMATED / INCURRED EXPENSES (please itemize):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Estimated/Incurred Expenses (A): \$ _____

OTHER FUNDING SOURCES (Include Pending Decisions with N/A on funding line):

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total (B): \$ _____

Estimated Out-of-Pocket Expenses (C): (C = A – B) \$ _____

TOTAL COE DIVERSITY COMMITTEE FUND REQUEST: \$ _____

College of Education (COE) Diversity Committee Student Research Fund:
Commitment Statement & Research Proposal

Please provide a **brief statement about how the research project you are looking to fund aligns with themes of social justice and/or demonstrates a meaningful commitment to diversity in both research and practice.** The statement should be 1-page max, double-spaced and typed on Microsoft word before being attached on the final PDF application.

Please provide a **brief summary of the research proposal** you are looking to fund. Be sure to describe the research problem, research questions, methods, and your timeline for the project. The statement should be 1-page max, double-spaced and typed on Microsoft word before being attached on the final PDF application.

Diversity Committee Research Fund Notification

The Diversity Committee Student Research Fund is awarded to any student(s) who will be conducting a research project in the current academic year as specified by the time frame indicated on the application. Research that students have conducted prior to the grant deadline of the current academic year are eligible for retroactive reimbursements, receipts must be provided.

Grant recipients will be notified of their award by email prior to the end of the semester. Funds will be disbursed after the conference date when the student provides receipts of expenses along with the "Lehigh University Request for Reimbursement for Students, Adjuncts, and Visiting Employees" form to the Multicultural Resource Center graduate assistant or a copy of the form if the student submits the original to the COE Business Manager. The recipient will notify the graduate assistant of any changes in date or if the recipient is no longer able to attend the conference.

Any student research grant awards that have not been claimed and dispersed to the recipient after the end of the fiscal year (**June 1st**) will be null and void. All applications will be kept on file for three years.

By electronically signing this notification, the student and adviser attest that they have read and understood the information above. Furthermore, all information provided in the application is accurate and up to date to the best of student and adviser's current knowledge.

Applicant's Signature (electronic or printed accepted)

Date

Adviser's Signature (electronic or printed accepted)

Date