



NORTHERN ILLINOIS UNIVERSITY

University Honors Program

## Enhance Your Education (EYE) Grant

### Proposal Guidelines

University Honors Program offers the EYE Grants to support University Honors student activities and engagement. EYE Grant awards partially or wholly fund (up to \$1000) research or artistry related to an Honors capstone or to the Honors component of another course taken for Honors credit, study abroad, conference presentation, academic competition, performance recital, or artistic exhibition, originating from a course taken for University Honors credit.

EYE Grants are awarded for the following types of projects:

1. Artistry and/or Research projects directly related to an Honors capstone or to the Honors component of another course taken for University Honors credit.
2. PLUS: Study abroad where the student is completing the experience for Honors curricular or co-curricular credit through coursework or an Engage Plus experience. Classic: Study abroad where at least one component is being taken for University Honors credit.
3. Support a conference presentation, academic competition, performance recital, or artistic exhibition originating from a course taken for University Honors credit.

EYE Grants cannot be used for any of the following:

1. Support for political advocacy or working on behalf of a political entity or cause.
2. Coursework (tuition, fees, etc.)

All requests are awarded on a case-by-case basis. All proposals should include evidence that the student has requested funding from other University or external sources as well.

Applicants are requested to pay careful attention to the funding cycles and request funding far enough in advance. As these are competitive awards an application alone is not a guarantee of acceptance or funding. Students who undertake an activity and then seek to use this funding to be reimbursed are taking a substantial risk. In order to be eligible to request funds a student must be a current Honors student in good standing at the time the proposal is made and at the time funding is received. All those who receive funding agree to submit a final report within 60 days of the completion of the following semester.

### Application deadlines:

**Fall:** April 1 of the *preceding semester*

**Spring and Summer:** November 15 of the *preceding semester*

**Proposal:** Applicants must submit a proposal, no longer than five pages. Please remember that you cannot submit a standard proposal or one that is submitted for other funding requests.

Please include a copy of the Cover Sheet. Your submission **must** specifically address each of the following:

1. **Project Description.** A description of the project, specifying the specific Honors education component if the course is not an Honors capstone. The description must clearly identify which of the four types of projects for which funding is being requested. The description must substantiate the value of the project and provide evidence that you have the necessary background to complete the project. Proposals for research projects should include a literature review and a methodology, when appropriate. Also include a discussion of how this project, if funded, will enhance your Honors education. This description should be written for an interdisciplinary academic committee, and thus you must ensure that you fully and clearly explain the topic, procedures, and significance thoroughly and in a way that all committee members (from multiple fields, many of which are not even in your college) would understand.
2. **Budget.** Provide a detailed budget explaining each element of the funding request. While the budget itself may exceed \$1,000, the grant will not exceed this amount.
3. **Funding.** What other sources of funding have you received for this project or have you requested funds from? Also, what portion of the project will be completed if additional funding is not available?
4. **Timeline.** Include a schedule, with important target dates, and steps leading to the completion of the project.
5. **IRB.** Proposals that involve human subjects, animal research, or are subject to bio-safety review must provide evidence that the appropriate approvals from NIU's Office of Research Compliance, Integrity and Safety are being pursued. (For relevant information, see <http://niu.edu/divresearch/compliance/human/irb/index.shtml>).
6. **Recommendation.** A letter of support from the sponsoring faculty member is required. If the EYE Grant is tied to faculty research, the proposal or letter must delineate what resources are contributed by the faculty member and how the student's research or artistry is separate from that of the faculty member.

All submissions for funding received by the required dates (above) will be reviewed by the University Honors Committee using a standard rubric (see next page). Awardees will be notified and asked to sign a grant agreement form prior to having the money disbursed. Funds will be released after the 10-day enrollment count during the semester that the student seeks funding.

EYE Grant recipients **must** submit a two to three page final report summarizing the results of their grant-funded project, indicating its educational value with original receipts within one month of the completion of the project or sixty (60) days following the start of the subsequent semester, whichever is earlier. No new or additional grants or scholarships (or funding or support of any kind from University Honors) will be awarded to students who do not submit a report.

## EYE Grant Rubric

| Rating<br>Category                                                                               | Beginning<br>(1)                                                                                                                                                                            | Developed<br>(2)                                                                                                    | Accomplished<br>(3)                                                                                                            | Exemplary<br>(4)                                                                                                                                       | Score |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| <i>Description of the project: includes literature review and methodology (when appropriate)</i> | <i>Narrative is unfocused and provides little useful description of the nature of the project. Description not well organized. Narrative has a significant number of grammatical errors</i> | <i>Narrative provides minimal description of the nature of the project. Generally free from grammatical errors.</i> | <i>Narrative provides description of the nature of the project. Description is organized and free from grammatical errors.</i> | <i>Narrative provides comprehensive description of the nature of the project. Description is both well organized and free from grammatical errors.</i> |       |
| <i>Enrichment Benefits</i>                                                                       | <i>The student has provided minimal or no evidence that this grant will enhance their Honors education.</i>                                                                                 | <i>The student has provided evidence that this grant likely will enhance their Honors education.</i>                | <i>The student has demonstrated that this grant will enhance their Honors education.</i>                                       | <i>The student has clearly demonstrated that this grant will greatly enhance their Honors education and professional aspirations.</i>                  |       |
| <i>Budget</i>                                                                                    | <i>Budget missing.</i>                                                                                                                                                                      | <i>Budget either excessive or insufficient for nature of project: expenditures not justified.</i>                   | <i>Budget appropriate for nature of project. Expenditures not well justified.</i>                                              | <i>Budget appropriate for nature of project and expenditures well justified.</i>                                                                       |       |
| <i>Letter of support from faculty member</i>                                                     | <i>Not present.</i>                                                                                                                                                                         | <i>Weak—provides little support for the student and project</i>                                                     | <i>Moderate—provides some support for the student and project</i>                                                              | <i>Strong—provides strong support for the student and project</i>                                                                                      |       |
| <i>Timeline</i>                                                                                  | <i>Time Line Missing</i>                                                                                                                                                                    | <i>Time Line is incomplete by task or dates</i>                                                                     | <i>Time Line is complete</i>                                                                                                   | <i>Time Line clarifies and helps further the project</i>                                                                                               |       |
| <i>Student Background</i>                                                                        | <i>Background Missing</i>                                                                                                                                                                   | <i>Background does not support student ability to complete project</i>                                              | <i>Background minimally supports student ability to complete project</i>                                                       | <i>Background provides evidence of a high likelihood of success</i>                                                                                    |       |



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## University Honors Program

# Enhance Your Education (EYE) Grant Proposal Cover Sheet

Directions: *Please attach this rubric to the cover of your project and be sure to indicate the type of project by checking the appropriate box. Both student and faculty member must sign this form. Make sure to submit your faculty letter with your proposal unless the faculty member wishes to send it to us under separate cover.*

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Title of Project

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Name of Student Z-ID

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Street Address City State Zip Code

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Phone Number E-mail address Major Minor

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Sponsoring Faculty Member Department Phone Number E-Mail

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Signature of Faculty Member

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Type of EYE Grant Proposed:</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Research support related to Capstone or other Honors course</li> <li><input type="radio"/> Artistry support related to Capstone or other Honors course</li> <li><input type="radio"/> Study abroad for Honors PLUS or Classic requirements<br/>(Please circle one: SU FA SP Full AY )</li> <li><input type="radio"/> Conference presentation, academic competition, performance recital or artistic exhibition originating from an Honors course</li> </ul> | <p><b>Application Checklist:</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Project Description</li> <li><input type="radio"/> Budget</li> <li><input type="radio"/> Funding</li> <li><input type="radio"/> Timeline</li> <li><input type="radio"/> IRB (if required)</li> <li><input type="radio"/> Recommendation</li> </ul> |
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Signature of Student Date Submitted