McLennan Community College Highlander Undergraduate Research Institute
Research Grants Program Information

PURPOSE: To promote student success by creating a culture of undergraduate research that fosters interactive student learning through discovery and exploration.

TYPES OF RESEARCH SUPPORTED: HURI supports both research and creative projects in all disciplines taught at McLennan Community College (MCC). A committee with members representing diverse academic disciplines equitably evaluates proposals and awards funding based upon the merit of the proposal and the primary researcher. Successful proposals show a direct connection to MCC instructional growth and/or research initiatives.

The purpose of HURI is to provide seed funding for new projects, not to support repeated or ongoing requests. HURI aims to help launch initiatives that will secure permanent funding from other sources. As such, initial funding requests are prioritized over repeated proposals that have not demonstrated efforts to obtain sustained financial support. Exceptions may be made for longitudinal projects completed in stages.

STUDENT ELIGIBILITY:
- Any full-time or part-time student enrolled in a for-credit course at MCC.
- Students may conduct their research or creative projects as individuals or in groups of two or more.
- Students listed as primary researcher must have completed at least six (6) credits successfully at MCC to be eligible.
- Students listed as primary researcher must have achieved a minimum cumulative GPA of 2.0 for the semester preceding the funding proposal.
- Students are eligible for a total of two grants per semester; they can be listed as the primary researcher on only one proposal per semester.
- Students must complete their project under the mentorship of a current MCC instructor.
- Grants are available only for proposals related to courses in which the student is currently enrolled, will be enrolled in the upcoming semester, or have completed as MCC students.
- Students must be willing to present their projects publicly and comply with other program expectations; please refer to the **HURI Grant Recipient Expectations - Students** document.
- Students must be able to complete their projects before they graduate or transfer.
- Dual credit students at participating high schools are eligible to apply for funding, provided they meet the other requirements.

FACULTY/PROFESSIONAL STAFF ELIGIBILITY:
- Any full-time or part-time faculty member, adjunct instructor, or professional staff member teaching a for-credit course at MCC.
- The minimum cumulative GPA and credit completion requirements for student eligibility does not apply to faculty eligibility; that is, if there are students in the instructor's class who do *not* meet the requirements, the instructor remains eligible.
- Faculty are eligible for a total of two grants per semester; they can be listed as the primary investigator on only one proposal per semester. Because funding is limited, the availability and awarding of second grants depends on multiple factors in addition to those described elsewhere.
- Funding is available only for proposals related to courses the instructor is currently teaching, will teach in the upcoming semester, or has completed in the current fiscal/calendar year.

- Instructors must be willing to present their projects publicly and comply with other program expectations; please refer to the **HURI Grant Recipient Expectations - Instructors** document.
- Funding will cover only one faculty or professional staff member to accompany students on travel projects unless MCC's student-to-employee ratio policy requires additional chaperones.
- Faculty and professional staff must seek partial or full funding from their departments or the Professional Development Department before submitting a proposal to HURI.

DEADLINES:
- The evaluating committee accepts proposals on a rolling basis and evaluates them as they are received; evaluations usually occur twice each month. All available funds may be disbursed before the end of any given semester; therefore, early applications may be more successful.

TYPES OF AVAILABLE GRANTS:
- Grant amounts are determined by the merit of each proposal. Specific funding levels are not listed here, as the needs and scope of each project can vary significantly.

AWARD NOTIFICATION
- The evaluating committee will notify both student and instructor proposals through email sent to their official MCC email addresses; for student proposals, faculty mentors will be notified by MCC email at the same time as their student mentees. Emails will be sent once the proposal has been evaluated by all committee members, **no later than 21 days after submission.**

ALLOWABLE EXPENSES
Expenses eligible for HURI funding include, but are not limited to, the following:
- Expenses allowed by D-III-b, Budget Administration Policy.
- Publication costs if the grant recipient is listed as an author or co-author **(for students only)**.

Expenses NOT eligible for HURI funding include, but are not limited to, the following:
- Expenses prohibited by D-III-b, Budget Administration Policy.
- Costs associated with employees earning Step Credit (as laid out in F-III-b, 5, "Step Credit for Educational Attainment")**.**
- Travel costs for more than one faculty sponsor unless otherwise directed by MCC travel guidelines.

Application Instructions
The Committee will only evaluate applications that are administratively complete. All questions must be answered with appropriate and insightful answers directly related to the project proposals. Applications that contain "not applicable" to any questions may result in the submission being ineligible to be reviewed by the HURI Committee.

- If you satisfy the criteria for applying for a grant, please review the relevant Expectations document to ensure you can comply with all expectations.
- Next, identify a faculty mentor and secure their agreement to mentor you during your project (students only).
- Submit your completed proposal by email to huri@mclennan.edu. Please attach all of the required documents in PDF format. **Incomplete proposals will not be evaluated and will not be eligible for funding.** A complete proposal consists of the following documents:
  - Completed **HURI Grant Application & Proposal**

- Institutional Review Board (IRB) and/or Institutional Animal Care and Use (IACUC) approval, if relevant and available
- **Faculty Mentor Approval & Funding Application Confirmation** (students only)
- **Departmental Approval & Funding Application Confirmation** (faculty, instructors, and professional staff only)
- Copy of your unofficial transcript (students only)