Policy: Sociology Funding for Honors Research Projects

Updated: February 2012

I. Purpose

The Sociology Department will provide funding for its undergraduate honors students who are conducting research as part of their honors thesis project. It is our intention that this funding will help to defray the cost of conducting this research. Only one funding request will be accepted from each student.

II. Policy

The department will provide up to $400 per student to cover expenses such as copying, supplies, postage, travel, subject fees, and other expenses directly related to collecting data. We will not be able to cover the cost of books, meals while traveling, software, or equipment that will be retained by the student, such as audio recorders or flash drives. Awards are contingent upon the availability of funds.

III. Procedure

The Undergraduate Program Coordinator will communicate this policy to the relevant faculty member at the beginning of each Winter semester. The faculty in turn will distribute this policy to the class. Research funding proposals should consist of a brief description of the research activity and a detailed budget, and should not exceed one page. These proposals must be forwarded by the faculty member to the department’s business manager (Pat Preston), thereby indicating the faculty member’s oversight and approval of the project.

Requests for funding must be submitted in advance of any research activities for which funding is sought. The business manager will review the proposal budgets to ensure they are reasonable and in conformance with this policy. She is available to answer any questions about developing your project budget, whether a particular cost is allowable, UM reimbursement procedures, etc.

IRB approval is required for projects involving the use of human subjects. Reimbursement for human subject incentive fee payments is processed by the Human Subject Incentives Program (HSIP), available through Wolverine Access > Faculty and Staff > Treasury Management. There are several methods of subject fee payment, and several ways in which you can access your research funds. Be sure to review the HSIP policies before paying your subjects.

In order to obtain reimbursement for all other research expenses, you must submit the original itemized receipts to the Sociology business manager within 30 days of incurring the expense. All University policies and procedures for expense reimbursement will apply (see Standard Practice Guide section 507.10-2 at spg.umich.edu for details).