

## **SOCIOLOGY FUNDING FOR HONORS RESEARCH PROJECTS PROCEDURE GUIDELINES**

The Sociology Department provides 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. Honors funds are awarded in response to a specific application which must contain a statement of the project to be undertaken and an itemized budget of anticipated expenditures. Only one funding request will be accepted from each student. All applications must be submitted to the Honors Director and approved before any purchases are made.

Approved applications should be forwarded by the Honors Director to the Undergraduate Program Coordinator with a message indicating the faculty member's oversight and approval of the project. The Undergraduate Program Coordinator will then work with the Business Office to set up accounts for each student to access awarded funds. Requests for funding must be submitted in advance of any research activity for which funding is sought. The business office will review the proposal budgets to ensure they are reasonable and in conformance with this policy. The business office is available to answer any questions about developing your project budget, whether a particular cost is allowable, UM reimbursement procedures, etc.

Any funds awarded to a student or faculty member must be processed in accordance with University guidelines. These are detailed in the Standard Practice Guide ([www.spg.umich.edu](http://www.spg.umich.edu)). Funds are deposited into a Departmental account, and may be drawn upon with the provision of appropriate documentation. This is discussed in detail below. If you have any questions about your award please contact the Department's Undergraduate Program Coordinator, Tamara Kennedy ([tmida@umich.edu](mailto:tmida@umich.edu)) or the Business Office at [soc.finance@umich.edu](mailto:soc.finance@umich.edu).

### **General Award Information**

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. In addition, please note the following:

- Expenses incurred prior to the awards start date may not be reimbursable.
- IRB approval for research involving human subjects is required before funds will be disbursed.



- Funds are awarded for a period of one year. Any funds not expended may revert to the Department.
- Only items listed in the original proposal budget will be funded. Significant post-award changes to the budget may not be granted.

### **Spending Award Funds**

In general, Honors Research Funding will be awarded through the Office of Financial Aid (OFA) and disbursed directly to the student. We expect the OFA awards to cover requested budget items such as travel, supplies, archival access, etc.

There are some types of expenses, however, which must be processed through the university's business offices. Student award letters will be explicit when these circumstances arise; some examples are:

- Outside service providers, such as transcriptionists or software consultants, may be hired as an employee or may submit an invoice for payment by the Department. Students should not pay for these services directly, instead work with the business office to process this payment through the University's system.
- **Subject incentive payments:** To ensure subject confidentiality and safety, all incentive payments ("subject fees") are provided through the Human Subject Incentives Program (HSIP) online system. Payments may take the form of cash, a check mailed from the University, random-drawing prizes, gift cards, t-shirts, etc. Reimbursement for these payments requires a receipt from each subject.
- HSIP is located at Wolverine Access > Faculty and Staff > Treasury Management. IRB approval must be obtained before you can use the HSIP system. Attendance at a brief training session is strongly encouraged. See [finance.umich.edu/treasury/hsip](https://finance.umich.edu/treasury/hsip) for instruction and support.

To access these funds, students will need to work with the Business Office staff ([soc.finance@umich.edu](mailto:soc.finance@umich.edu)) prior to hiring people or paying subject fees in order to be sure the correct procedures are followed and proper documentation is obtained.