

Ignite Research Expense Grant Application Guidelines & Tips

Thank you for considering the possibility of applying for Ignite funding. The Ignite Fund was established to provide financial support for student-initiated entrepreneurial projects, student research projects, and travel to present at research conferences.

As you go through the process of writing this application, please know assistance is available from the J.D. Power Center staff. Please contact us at jdpowercenter@holycross.edu with any questions. Below are some guidelines and tips to help you know what to expect in the application process.

Application

The “Personal Statement” section of the application should describe how your engagement with the proposed project fits with your academic and vocational interests.

The “Project Description” section of the application should provide details about the project you plan to implement including:

- A clear description of the problem or issue you will be addressing,
- Goals for the project (including your own anticipated learning goals)
- A sense that you have consulted with advisors, community partners, and potential associates, who can help you bring the project to life
- Any documentation you can provide that demonstrates your work on these details
- An explanation of your qualifications to do this work

The “Use of Funds” and “Proposed budget sections of the application should include a detailed budget, itemizing all expenses you expect to incur and a description of how the proposed expenses will help you complete your project. Projects should request adequate funds— do not under-estimate your funding needs. Guidelines and a listing of acceptable travel expenses are briefly outlined in the application. In most cases, proposals for research expenses should be for no more than \$500. Additional, more detailed guidelines will be sent to students after proposals are accepted.

Selection Criteria

- All grants are awarded for a six-month period (beginning with the date noted on your award letter), unless otherwise noted. Please aim for this timeframe in your proposal.
- An accurate and detailed budget is essential to a successful proposal—do not under-estimate your funding needs! Consult with the J.D. Power Center to develop an effective budget if needed.
- Projects that demonstrate an awareness of resources for support, advice, and partnership development are encouraged. For instance, if your research project requires technical expertise, can you identify sources that can help you solidify that expertise? Again, the

J.D. Power Center can provide advice and contacts to help you identify the kind of support you might need.

- Clearly articulate why you think your project will be successfully implemented. Have you demonstrated success in relevant endeavors? Do you have distinctive forms of expertise or support? Please provide concrete evidence of your reasons for believing you will succeed (knowing that the J.D. Power Center staff is here to support you if needed).

College Policies

No proposal that violates College policy can be supported. Please see some potentially relevant college policies at the links below.

Human Subjects Research:

<http://www.holycross.edu/office-sponsored-research/office-sponsored-research/research-responsibilitycompliance/human-subjects-research>

Travel Expense Reimbursement (If your project involves travel, detailed information will be shared with you upon proposal acceptance):

https://www.holycross.edu/sites/default/files/files/policyprocedure/adminfinance/340000-002financial-employeetravelandexpense_policy_0.pdf