

USE THIS FORM to request Honors Program funding for a purchase that supports a specific honors project tied to a specific honors contract. All requests are subject to review. See policy on page 2.

This form may be completed by typing in responses or printing and handwriting them. A completed form (file or scanned document) should be submitted to honors@highlands.edu ASAP for consideration. Note that the approval process, purchasing, and shipping *take time*, so don't delay in requesting support.

Student name		Course (e.g. Calculus 1)	
Student # 900...		Code/Section (e.g. ENGL1101 W2)	
Instructor name		CRN (e.g. 80123)	

Please provide as much detail as you can in the section below, acknowledging that requests are considered on the strength of this argument.

Describe the specific good or license requested	
Specify the cost, including shipping and any fees	
Provide a URL for purchase of the specific item	
Does the Department or School have something similar that could be used?	
Explain why this purchase is necessary for the proposed research project	
Explain what the student plans to inquire/ explore/ learn with this purchase	
Explain what will happen to the purchase after the conclusion of the honors project this semester	

By signing below, I attest that the purchase requested above will be used to support undergraduate research as part of my participation in the honors program, and will abide by the rules laid out in the appended excerpt from [AA905 Honors Program Financial Procedures](#).

Student Name_____	Student Signature _____	Date_____
Instructor Name_____	Instructor Signature _____	Date_____

You may scan a wet signed document or submit electronically directly from the instructor's GHC email

Excerpts from [AA905 Honors Program Financial Procedures](#):

Undergraduate Research Expenses

The Honors Director shall determine the use of Program funds for undergraduate research expenses, with the following stipulations.

1. Any Honors Student may request the Honors Program purchase for them a good or license to access a good for the purposes of undergraduate research tied to an active honors project or honors course (HN designated courses).
2. The request for such purchase shall take the form of a completed Research Expenses Application (available at the Honors Program website), signed by the Mentor, submitted separately from but by the same deadline as the Honors Contract.
3. Duly submitted Research Expenses Applications are considered based on the amount of purchase requested, and *may* be approved based on availability of funds, necessity to the research, and quality of the application argument.
 - a. At the discretion of the Honors Director, an appropriate good or license that costs up to \$100 may be approved.
 - b. At the discretion of the Honors Director, in consultation with the Honors Advisory Committee, an appropriate good or license that costs up to \$101-\$300 may be approved.
 - c. At the discretion of the Honors Director, in consult with the Honors Advisory committee, and with the approval of the relevant Dean, requests for goods or licenses that cost \$301+ may be considered as a *cost-sharing expense*, with the Honors Program sharing the burden with the relevant Department or School. The Honors Director and the Dean shall determine together if such support is possible and what proportion of the cost will be shared.
4. Appropriate purchases include, but are not limited to, the following:
 - a. Goods consumed as part of undergraduate research, such as tools, ingredients, components, or other resources, that are germane to the kind of research being conducted, and not typically provided by or providable by the relevant Department or School. For example, this might include a supply of cell samples not normally stocked in GHC Biology labs that would be manipulated by the student research, and thus not usable by other students.
 - b. A license to access goods used as part of undergraduate research, such as tools, ingredients, components, or other resources, that are germane to the kind of research being conducted, and not typically provided by or providable by the relevant Department or School. For example, this might include a temporary license to access an app or program not normally licensed for student use by the Computer Science department or GHC Information Technology, or the rental of a piece of equipment that a student might use for research.
 - c. Durable goods, used as part of undergraduate research, such as tools, ingredients, components, or other resources, that are germane to the kind of research being conducted, and not typically provided by or providable by the relevant Department or School. For example, this might include a new kind of recording equipment not normally provided by GHC Media labs.
5. Any good or license, or any remainder thereof, that is potentially useful to other students, purchased for an honors student using this process, becomes the property of the relevant Department or School at the end of the semester in which the honors course or honors project was attempted. For example, a measurement tool purchased for use in an honors Chemistry project would become the property of the Department of Physical Sciences and School of STEM at the end of that semester.
6. Any approved expense for a good or license will be paid by working with the Office of the Provost and the relevant Department or School to make an electronic payment or payment by physical check directly to the vendor, or by reimbursement to the Director, when necessary, but never by reimbursement to the student.