

# Research Honors Submission Instructions

- Only projects for which the Student Project Application (SPAs) was accepted for the Research Honors Program are eligible.
- This submission form is due at least 13 weeks prior to anticipated graduation date.

## SUBMISSION STEPS:

1. Once you complete your project, write a manuscript based on your research. The manuscript should be organized and formatted consistent with papers appropriate for the project type. Manuscripts must include:
  - a. An abstract
  - b. Appropriate manuscript sections (methods, results, etc.)
  - c. References
2. Complete the Research Honors Submission Form below.
3. Submit the Research Honors Submission Form to the Research Honors Program Coordinator along with:
  - a. Copy of the manuscript
  - b. Certification Statement from faculty mentor(s) delineating candidate's role in the research
  - c. One-page student reflection document outlining project lessons and take-aways
4. The Research Honors Program Committee will review the Research Honors submission.
5. The Committee recommends approval, denial or requests a revision of the deliverable. If revisions are requested, the research honors applicant will be given a deadline to resubmit the revised manuscript.
6. Students who are granted Research Honors are acknowledged at graduation with certificates at the Honors Convocation and by wearing research honor cords.

## RESEARCH HONORS SUBMISSION FORM

Please fill out this form and print it and/or save it to your computer. Once completed, submit this signed form, along with the required documents, to the Research Honors Program Coordinator.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Class #: \_\_\_\_\_ Current Trimester: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Date of approved SPA: \_\_\_\_\_ Faculty Mentor(s): \_\_\_\_\_

\_\_\_\_\_

Project Title: \_\_\_\_\_

Please attach the following documents:

- Manuscript
- Certification Statement from faculty mentor(s) delineating the student's role in the research

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Mentor signature: \_\_\_\_\_ Date: \_\_\_\_\_