

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: _____