

## Graduate Council



Topic: Graduate Council  
Date: Thursday, November 09, 2023  
Time/Location: 3:00pm/Zoom  
<https://wku.zoom.us/j/98455598697>

1. Call to Order
2. Consideration of October 12, 2023 Minutes (APPENDIX A)
3. Reports from standing committees
  - a. Graduate Council Executive Committee
  - b. Graduate Council Policy Committee (APPENDIX B)
    - i. Action Item: Policy Revision (Appeals of Graduate Policies)
  - c. Graduate Council Curriculum Committee (APPENDIX C)
  - d. Graduate Council Research Committee (APPENDIX D)
    - i. Action Item: Revision to Student Research and Travel Grants
4. Reports from the Graduate School
5. Announcements
6. Adjournment

**APPENDIX A**  
CONSIDERATION OF GRADUATE COUNCIL MEETING MINUTES



**Graduate Council Meeting Minutes**

Thursday, October 12, 2023

WAB 227

3:00 pm ~ 3:12 pm

**Present:** Kirk Atkinson, Ray Blankenship, Jonah Hathaway, Jeremy Logsdon, Andrea Paganelli, Sarah Bonis, Courtney Warren, Mikhail Khenner, Dan Strunk, Katrina Burch, Zachary Stichter, Jie-Young Kong, Catherine Wilson, Margaret Glaser, Tonya Bragg-Underwood, Whitley Stone, Adam West, Kirsten Spears, Dana Sullivan

**Guest:** Jennifer Klemm, Beth Laves, Jessica Dorris, Cathleen Webb

**Absent:** Nicholas Fessler, Jessi Thomsen

1. Call to Order \*Bonis. Call to Order. 3:00 pm.
2. Consideration of September 14, 2023 Minutes (APPENDIX A) \*Motion to approve. 1<sup>st</sup>/2<sup>nd</sup>: Atkinson Blankenship. Approved.
3. Reports from standing committees
  - a. Graduate Council Executive Committee \*Bonis. Walked through the agenda and discussed the upcoming meeting.
  - b. Graduate Council Policy Committee \*Blankenship. No updates.
  - c. Graduate Council Curriculum Committee (APPENDIX B) \*Stone. Discussed changes including in psych sciences, some suspension of course and minor changes. Math is clarifying requirements. For the program in addictions education, it will be 12 hours instead of 15. Global health administration, clarify admission requirements. Clarifications on JUMP program at the program level. Motion to approve. 1<sup>st</sup>/2<sup>nd</sup>: Burch/West. Vote. 16 yes. Approved.
  - d. Graduate Council Research Committee \*Have not had a chance to meet. October 10<sup>th</sup> was the due date for these applications. Spoke with Dr. Redifer. Application form was not updated in time to reflect the change in the amount of travel. Dr. Redifer and Bonis discussed changes to the application process as well, including a reduction of admission materials. \*Webb. Might consider running any changes by associate deans.

4. Report from the Graduate School \*Jenni has no report from the graduate school.
5. Announcements
6. Adjournment. \*Motion to adjourn. 1<sup>st</sup>/2<sup>nd</sup>: Strunk/West. Adjourned 3:12 pm.

**APPENDIX B**  
**Graduate Council Policy Committee**

**Graduate Council Policy Committee**

Minutes – Nov.1, 2023

Voting Members: Sarah Bonis, Nick Fessler, Jieyoung Kong, Tonya Bragg-Underwood, Adam West, & Ray Blankenship (Chair)

**Subject:** Graduate Policy Committee Meeting

Advisory Members: Dr. Jennifer Hammonds, Interim Director of the Graduate School  
Guest: Dr. Rheanna Plemons and Dr. Margi DeSander

Announcements: None

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The policy committee met via Zoom to discuss the following policy proposals.

Revise: Appeals of Graduate Policies

Revise: Graduate Experiential Learning Credit

Dr. Hammonds gave a brief overview of the current appeals process and the need for the revised Appeal of Graduate Policies proposal. The Policy Committee voted five to zero to accept the proposal and send it to Graduate Council. The Policy Committee recommends that a graduate committee similar to the undergraduate Committee on Graduate Credits and Graduation be formed to handle the appeals.

Attached is the proposed policy for consideration at the next Graduate Council Meeting.

The Policy Committee also discussed the proposed policy for Graduate Experiential Learning Credit. Dr. Plemons and Dr. Sander presented an overview and need for the policy. Discussions included the need to explicitly state that prior learning assessment did “Not count work experience.” There was also discussion about when the credit would be awarded. The committee will continue discussion on this policy proposal.

Proposal Date: 10/11/23

**Graduate Council Policy Committee**  
**Proposal to Revise an Academic Policy**  
**(Action Item)**

Contact Person: Merrall Price, [merrall.price@wku.edu](mailto:merrall.price@wku.edu), 5-6538.

Identification of proposed policy revision:

1. **Catalog statement of existing policy:** “Appeals of Graduate Policies are considered by the Associate Provost for Research and Graduate Education.”
2. **Catalog statement of proposed policy:** “Appeals of Graduate Policies are considered first by the Associate Provost for Research and Graduate Education. Further appeals of those decisions may be submitted to the Office of the Registrar for consideration by the Committee on Graduate Credits and Graduation. Detailed information regarding the submission of an appeal is available from the Office of the Registrar and on the Office of the Registrar website at <http://www.wku.edu/registrar>.”
3. **Rationale for proposed policy revision:** Placing the ultimate decision on these issues before a committee of faculty from across the university is a better practice than current policy allows. This would also realign the graduate appeal process with both the undergraduate appeal process and the academic complaint process and allow for greater transparency.
4. **Impact of proposed policy revision on existing academic or non-academic policies:**
  - 4.1 Impact on policies: Bylaws for such a committee would need to be developed.
  - 4.2 Impact on populations that may be affected: Graduate students would have an additional avenue to have their concerns heard.
5. **Proposed term for implementation:** Spring 2024
6. **Dates of prior committee approvals:**

Policy Committee

11/1/2023 (5/0) 1 Abstention

Graduate Council

University Senate

**APPENDIX C**  
**Graduate Council Curriculum Committee**

**Minutes – November 2, 2023, 2:00 PM (CT)**

**Join Zoom Meeting - <https://wku.zoom.us/j/94100472010>**

**Voting Members:** Whitley Stone, Kirk Atkinson, Jeremy Logsdon, Dan Strunk, Margaret Glaser

**Advisory Members:** Beth Laves, Jennifer Hammonds, Jessica Dorris, Jamie DeYoung, Cate Webb, Dana Cosby, Jennifer Klemm, Danita Kelley

**Guest:** Nicholas Fortune, Lukas Forbes, Amy Cappiccie

**Approval of Minutes, October 5, 2023 – 1st/2nd:** Strunk – **Vote:** Approved (4/4)

**Course Administration:**

<b>Graduate Curriculum Committee (6)</b>				
<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Initiator</b>	<b>Received</b>
<a href="#">MATH 508</a>	<a href="#">MATH 508: Rational Number Concepts for Elementary and Middle Grades Teachers</a>	Edited	nch27153	10/11/2023
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Atkinson/Strunk</p> <p><b>Discussion:</b> Fortune gave a brief description. Basically adding a line in the course description. No restriction needed.</p> <p><i>Friendly Amendment – Remove permission of instructor</i></p> <p><b>Vote:</b> Approved (4/4)</p>				
<a href="#">SWRK 510</a>	<a href="#">SWRK 510: Human Behavior in the Social Environment</a>	Edited	ern67287	10/23/2023
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Strunk/Logsdon</p> <p><b>Discussion:</b> Cappiccie gave a brief description. Changing some of the wording based on changes within the program.</p> <p><b>Vote:</b> Approved (4/4)</p>				
<a href="#">KIN 536</a>	<a href="#">KIN 536: Applied Sport Science</a>	Added	dnt32473	10/23/2023
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Strunk/Logsdon</p>				

Graduate Curriculum Committee (6)				
Code	Title	Status	Initiator	Received
<p><b>Discussion:</b> Stone gave a brief description. New course in field of Sport Science. Logsdon asked under repeatable it says one with a max of three, explain. Hammonds explained. Webb asked for an example of what kind of data set would come out. Stone explained.</p> <p><b>Vote:</b> Approved (5/5)</p>				
<p><b>Motion to Bundle all BA classes – 1<sup>st</sup>/2<sup>nd</sup>:</b> Logsdon/Atkinson</p> <p><b>Vote:</b> Approved (5/5)</p> <p><b>Motion to Approve the Bundle – Atkinson/Strunk</b></p> <p><b>Discussion:</b> Forbes gave a brief description of all the courses.</p> <p><i>Friendly Amendment in all 3 courses in the same place – Under the Student Learning Outcomes section, please remove “Students will successfully” beginning on both lines.</i></p> <p><b>Vote:</b> Approved (5/5)</p>				
<a href="#">BA 518</a>	<a href="#">BA 518: Contemporary Issues in Sales</a>	Added	lks68658	10/26/2023
<a href="#">BA 521</a>	<a href="#">BA 521: Market Research and Consumer Insights</a>	Added	lks68658	10/26/2023
<a href="#">BA 522</a>	<a href="#">BA 522: Digital Marketing Strategies</a>	Added	lks68658	10/26/2023

**Program Administration:**

Graduate Curriculum Committee (1)				
Code	Title	Status	Initiator	Received
<a href="/programadmin/385/index.html">/programadmin/385/index.html</a>	<a href="#">: Marketing and Sales</a>	Added	lks68658	10/26/2023
<p><b>Motion to Approve – 1<sup>st</sup>/2<sup>nd</sup>:</b> Atkinson/Strunk</p> <p><b>Discussion:</b> Forbes gave a brief description. Laves mentioned 50% of new content, which requires approval with SACSCOC &amp; BOR; so that meant we couldn't start in Fall 24. Implementation would then change to Spring 25 at the earliest. Decision was made to remove BA 522 and add BA 513 which would be less than 50% changed making the approval process easier with all of the above. By doing that it can get approved for Fall 24 implementation.</p>				

Graduate Curriculum Committee (1)				
Code	Title	Status	Initiator	Received
<p><i>Friendly Amendment – Drop 522 and add 513 and fixed the order of the list. Also fixed the SLO's to lead with action words.</i></p> <p><b>Vote:</b> Approved (5/5) (everyone approved but holding on pushing through system until college level agrees).</p>				

**Informational Item(s)**

None

**Other Business:**

None

**Adjourn** at 2:45pm – 1<sup>st</sup>/2<sup>nd</sup> – Strunk/Atkinson

Respectfully submitted

GCCC Recorder

Jessica Steenbergen



**APPENDIX D**  
**Graduate Council Research Committee**



## Graduate Council

### Graduate Student Research

#### Agenda — October 26, 2023

I. Members Present: Dr. Katrina Burch (Chair); Dr. Mikhail Khenner (OCSE); Dr. Jessi Thompsen (PCAL); Ms. Kirsten Spears (student representative)

#### Committee Briefings

#### II. New Business:

- Revised Graduate Student Research Grant Application process and form
  - Endorsed by committee with minor edits; see Appendix A.
- Revised Graduate Student Travel Grant Application process and form
  - Endorsed by committee with minor edits; see Appendix B.
- Note: revised application forms and processes sent to associate deans for research for feedback with requested feedback provided by November 2<sup>nd</sup>.
- 47 applications were submitted requesting funding
  - 13 applications were originally classified as “research”
    - Corrected: 5 applications requested only research support
  - 30 applications were originally classified as “travel”
    - Corrected: 33 applications requested only travel support
  - 4 applications were originally classified as “research and travel”
    - Corrected: 3 applications requested research support and travel support to a conference
    - Corrected: 6 applications requested research support and travel support to collect data
- Total Funds Requested = \$56,887.41
  - Total Research Funds Requested = \$28,150.83
  - Total Travel Funds Requested = \$29,036.58
  - Note: \$300 discrepancy in total requested compared to breakdown of research/travel requested via application budget forms (due to Sayab Mahamad’s application)
- Total Funds Recommended by GSRG Committee = \$28,686.62
  - Total Research Funds Recommended = \$22,458.32
  - Total Travel Funds Recommended = \$6,228.30

## Research and Travel Applications

1. Allamyradov, Yaran. Physics & Astronomy (Ali Oguz Er)  
*Photodeactivation of pathogens by methylene blue and gold nanoparticles*  
 Requesting \$1885 for Research; \$500 for Travel (travel associated with conference)  
 Recommending \$35.00 for Research; \$500 for Travel
  
2. Askren, Marlena. Biology (Keith Phillips)  
*Diversity and phylogeny of spider beetles (Coleoptera: Ptininae) in western Peru*  
 Requesting \$3000 for Research and Travel (travel associated with data collection efforts)  
 Recommending \$2000 for Research and Travel
  
3. Brzezicki, Julia. Biology (Bruce Schulte)  
*Development of an elephant-information network as part of a tool-kit for alleviating human elephant conflict in rural Kenya*  
 Requesting \$2000 for Research; \$1000 for Travel (travel associated with data collection efforts)  
 Recommending \$2000 for Research and Travel
  
4. Kellogg, Brian. Chemistry (Lei Li)  
*Developing novel phenanthroimidazole-based fluorescent sensors for multiple analyte detection*  
 Requesting \$1500 for Research; \$500 for Travel (travel associated with conference)  
 Recommending \$1500 for Research; \$470 for Travel
  
5. Mahamad, Sayab. Biology (Keith Phillips)  
*A phylogeographic study of the cave beetle *Neaphaenops tellkampffii* Erichson (1844) from Kentucky USA*  
 Requesting \$1203 for Research; \$779 for Travel (travel associated with data collection efforts)  
 Recommending \$1682 for Research and Travel
  
6. Merola-Lapson, Jackson. Biology (Scott Grubbs)  
*Spatial and temporal analysis of stonefly (Insecta, Plecoptera) biodiversity of Pennsylvania*  
 Requesting \$1500 for Research; \$500 for Travel (travel associated with data collection efforts)  
 Recommending \$2000 for Research and Travel
  
7. Norman, Catherine. EEAS (Chris Groves)  
*Landuse and microplastic transport in Karst groundwater in south-central Kentucky*  
 Requesting \$894.56 for Research; \$461.84 for Travel (travel associated with data collection efforts)  
 Recommending 1356.40 for Research and Travel
  
8. Pacheco, A. Guillermo. Kinesiology, Recreation, & Sport (Whitley Stone)  
*Cannabidiol (CBD) and resistance training: Does CBD attenuate acute pain?*  
 Requesting \$1759.92 for Research; \$517.50 for Travel (travel associated with conference)  
 Recommending \$1759.92 for Research; \$500 for Travel

9. Petty, Madeline. EEAS (Leslie North)

*Renewable energy perceptions and policy implementation: Case studies in southeastern to Midwestern America*

Requesting 1953.35 for Research; \$461 for Travel (travel associated with data collection efforts)

Recommending \$2000 for Research and Travel

	<i>Research &amp; Travel</i>
<b>Total Requesting</b>	\$20,415.17
<b>Total Recommending</b>	\$15,803.32

### Research Applications

1. Eaton, Jerica. Biology (Jarrett Johnson)

*The impact of glyphosate-based herbicide and atrazine on the spotted salamander (Ambystoma macaulatum)*

Requesting \$2000 for Research

Recommending \$2000 for Research

2. Grimmett, Tashaunda. Psychological Sciences (Andrew Mienaltowski)

*Observing dynamic emotional faces from many generations*

Requesting \$2000 for Research

Recommending \$2000 for Research

3. Groves, Hunter. Agriculture & Food Science (Dominique Gumirakiza)

*Economic impact study of cervid farming in Kentucky*

Requesting \$2000 for Research

Recommending \$2000 for Research

4. Ogungbade, Taofeek. Chemistry (Bangbo Yan)

*Heteronuclear metal-organic framework materials for photocatalytic reduction of carbon dioxide*

Requesting \$2000

Recommending \$2000

5. Warren, Courtney. Psychology (Sarah Bonis)

*Preservice teachers' perceptions of gifted students' characteristics and needs*

Requesting \$125

Recommending \$125

	<i>Research</i>
<b>Total Requesting</b>	\$8125
<b>Total Recommending</b>	\$8125

## Travel Applications

1. Barksdale, Manley. Kinesiology, Recreation, & Sport (Danilo Tulusso)  
*Cannabidiol's (CBD) impact on inflammation, performance, and perceived recovery following damaging squat protocol*  
Requesting \$473.25 for Travel  
Recommending \$473.25 for Travel
  
2. Bennett, Katelyn. Folk Studies & Anthropology (Ann Ferrell)  
*American Folklore Society Annual Meeting 2023*  
Requesting \$167.68  
Recommending \$0.00
  
3. Bryant, Chassidy. Doctor of Physical Therapy (Kurt Neelly)  
*The use of wearable motion technologies to measure kinematics during the modified sit-to-stand task*  
Requesting \$500  
Recommending \$0.00
  
4. Bybee, William. Doctor of Physical Therapy (Melissa Tolbert)  
*The association of knee flexion and knee valgus in the fatigued female adolescent athlete*  
Requesting \$1000  
Recommending \$0.00
  
5. Cartwright, Kristin. Doctor of Physical Therapy (Elizabeth Norris)  
*The effect of real-time feedback on physical therapy student learning of glenohumeral joint mobilization*  
Requesting \$1000  
Recommending \$0.00
  
6. Collins, Christopher. Chemistry (Larry Hill)  
*Hydrogenation of carbon dioxide and bicarbonate using platinum-on-carbon catalysts: Effect of additives and solvents*  
Requesting \$438.26  
Recommending \$0.00
  
7. Cox, Cori. Folk Studies & Anthropology (Ann Ferrell)  
*American Folklore Society Annual Meeting 2023*  
Requesting \$1000  
Recommending \$0.00
  
8. Donlon, Joseph. Doctor of Physical Therapy (Melissa Tolbert)  
*The association of knee flexion and knee valgus in the fatigued female adolescent athlete*  
Requesting \$1000

Recommending 0.00

9. Esmailzadeh, Nima. EEAS (Nahid Gani)

*Optimized mineral exploration in the mountain pass mining district of California with multi-source remote sensing datasets and machine learning techniques*

Requesting \$830

Recommending \$0.00

10. Gibbs, Nicki. Doctor of Physical Therapy (Sonia Young)

*Reliability of an instrumented balance test using a virtual device in an older adult population*

Requesting \$1000

Recommending \$0.00

11. Gibson, Donathon. Doctor of Physical Therapy (Melissa Tolbert)

*The association of knee flexion and knee valgus in the fatigued female adolescent athlete*

Requesting \$1000

Recommending \$0.00

12. Graves, Sydney. Doctor of Physical Therapy (Penny Head)

*The effect of ankle bracing on athletic performance variables in healthy young adult athletes*

Requesting \$1000

Recommending \$0.00

13. Haider, Zulfiquar. Math (Ahmet Ozer)

*Uniform observability for a novel finite difference discretization of a fully-clamped euler-bernoulli beam*

Requesting \$1223

Recommending \$500

14. Hill, Liam. Psychological Sciences (Aaron Wichman)

*Depression and anxiety predict reactivity to uncertainty and mortality stressors*

Requesting \$500

Recommending \$500

15. Hollingsworth, Randall. Doctor of Physical Therapy (Melissa Tolbert)

*The association of knee flexion and knee valgus in the fatigued female adolescent athlete*

Requesting \$1000

Recommending \$0.00

16. Hopper, Katelyn. Doctor of Physical Therapy (Sonia Young)

*Reliability of an instrumented balance test using a virtual device in an older adult population*

Requesting \$1315

Recommending \$0.00

17. Jenkins, Cassandra. Doctor of Physical Therapy (Kurt Neelly)  
*The use of wearable motion technologies to measure kinematics during the modified sit-to-stand task*  
Requesting \$500  
Recommending \$0.00
18. Jennings, Rachel. Psychology (Sarah Bonis)  
*School psychology graduate students' perceptions on practices and decision-making related to emotional disturbance identification*  
Requesting \$1000  
Recommending \$500
19. Johnson, Nolan. Doctor of Physical Therapy (Melissa Tolbert)  
*The association of knee flexion and knee valgus in the fatigued female adolescent athlete*  
Requesting \$1000  
Recommending \$0.00
20. Khalilullah, Ibrahim. Math (Ahmet Ozer)  
*The exponential stabilization of a heat and piezoelectric beam interaction with static or hybrid feedback controllers*  
Requesting \$2000  
Recommending \$0.00
21. Labhart, Bryndon. Doctor of Physical Therapy (Kurt Neelly)  
*The use of wearable motion technologies to measure kinematics during the modified sit-to-stand task*  
Requesting \$500  
Recommending \$0.00
22. Majidov, Inomjon. Physics & Astronomy (Ali Er)  
*Laser micro structuring of titanium implants*  
Requesting \$500  
Recommending \$500
23. McGee, Donte. Kinesiology, Recreation, & Sport (Danilo Tulusso)  
*The effect of mindfulness training on muscular endurance performance, mindfulness, and mental toughness*  
Requesting \$473.25  
Recommending \$473.25
24. Miles, Adam. Biology (Albert Meier)  
*The evolution of arthropod reaction to the presence of smoke*  
Requesting \$500  
Recommending \$500

25. Onyeso, Sobenna. Chemistry (Rui Zhang)  
*Visible light generation of new pthalocyanine-manganese-oxo intermediate and insights from kinetic studies in real time*  
Requesting \$311.80  
Recommending \$311.80
26. Polston, Mackenize. Doctor of Physical Therapy (Penny Head)  
*The effect of ankle bracing on athletic performance variables in healthy young adult athletes*  
Requesting \$1000  
Recommending \$0.00
27. Powars, Zach. Doctor of Physical Therapy (Penny Head)  
*The effect of ankle bracing on athletic performance variables in healthy young adult athletes*  
Requesting \$1000  
Recommending \$0.00
28. Rasaq, Uthman. Math (Ahmet Ozer)  
*Boundary output feedback stabilization for a novel magnetizable piezoelectric beam model*  
Requesting \$2000  
Recommending \$0.00
29. Shuttleworth, Hailey. Doctor of Physical Therapy (Penny Head)  
*The effect of ankle bracing on athletic performance variables in healthy young adult athletes*  
Requesting \$1000  
Recommending \$0.00
30. Strasko, Elizabeth. Biology (Jarrett Johnson)  
*Measuring temporal variation in ephemeral pond amphibian communities using metabarcoding*  
Requesting \$600  
Recommending \$500
31. Thomas, Georgia. Doctor of Physical Therapy (Kurt Neelly)  
*The use of wearable motion technologies to measure kinematics during the modified sit-to-stand task*  
Requesting \$500  
Recommending \$0.00
32. Towoju, Victor. EEAS (M. Royhan Gani)  
*Distribution and geomorphic characteristics of sediment waves in the northern Gulf of Mexico basin, USA*  
Requesting \$1000  
Recommending \$500

33. Turner, Reagan. Doctor of Physical Therapy (Sonia Young)

*Reliability of an instrumented balance test using a virtual device in an older adult population*

Requesting \$1315

Recommending 0.00

	<i>Travel (conference)</i>
<i>Total Requesting</i>	\$28,654.12
<i>Total Recommending</i>	\$4758.30



## Appendix A. Revised Graduate Student Grant Application process and form:

### Graduate Student Research Grants

Limit – up to \$XXXX (set by graduate school)

**Purpose:** Graduate Student Research Grants are designed to support graduate students' personal and professional development by fostering active engagement in the areas of research, and creative and scholarly activities.

**What type of projects are eligible?** All areas of research and creative and scholarly activities are eligible. Projects must be student-initiated.

**Who can apply?** All graduate students can apply. Students are limited to XX research grants per degree. Students may not receive more than \$XXXX in total for research grants per degree.

**Fundable budget expenses:**

- Materials and supplies (e.g., stationary and postage)
- Equipment
- Travel necessary to collect data or conduct the creative activity (e.g., conducting research at a national archive)
- Participant support

### Application Instructions

A. Complete the following application form in full.

B. Proposed Budget and Budget Justification:

- i. Materials/Supplies (item, quantity, cost per unit, total cost)
- ii. Equipment needed to complete the research/creative activity (if it is not the type that the department would be expected to have or to acquire)
- iii. Travel (only if necessary for data collection purposes, e.g., travel to a national archive).
- iv. Participant support for human subjects research
- v. Other
- vi. Cost-sharing (if applicable)

C. Proposal Narrative: Write a two-page detailed proposal narrative (at least 11-point font) that includes the following information:

- i. **The Objectives of the Project:** In a few sentences, provide an introductory statement outlining the nature of the project for a general audience (***do not assume reviewers are within your field of study***). This statement should capture the essence of your intended project.
- ii. **Approach (Methodology):**
  - a. Describe the overall approach you will take.
  - b. If applicable, what methods will be used?
    - i. How will data be collected and analyzed?
  - c. What materials will be used?
  - d. How will a particular theme be carried through creative work?
  - e. Are there particular challenges that need to be overcome?
- iii. **Expected Results and Significance:**
  - a. What do you expect to produce, learn, or create?
  - b. What will its expected significance be for your discipline/field?
  - c. What scholarly contributions do you expect to make?
  - d. In short, what results are you anticipating?
- iv. **Expected Application of Results/Intended Use of Results:**
  - a. Will the research/creative activity support your master's thesis?
  - b. Do you intend to publish your results?
  - c. Are you planning further study in higher education (e.g., Ph.D.)?
  - d. Are you intending to submit your research/creative activity for a presentation at a conference?

D. Once the steps have been completed above, please send the application to the faculty mentor/advisor. Faculty mentors/advisors should complete the one-page letter of support in the space provided. Mentor/advisors should sign the application indicating approval. Advisors/mentors should then send the completed application to the department chair for approval and signature. Once completed, department chairs should send to the college dean/college signatory for approval.

E. Once all signatures have been obtained, the application for research grant funds should be submitted in full to [gsresearchgrant@wku.edu](mailto:gsresearchgrant@wku.edu). Only completed applications with all signatures will be reviewed.

## Graduate Student Research Grant Application

\*Make fillable pdf or word doc\*

### **Section A. To Be Completed by Student**

<b>Proposal Title:</b>			
<b>Project keywords</b>			
<b>Student Name:</b>		<b>Degree Program:</b>	
<b>WKU 800#</b>		<b>Expected Graduation Date:</b>	
<b>WKU Email Address:</b>			
<b>Advisor:</b>			
<b>Request for grant funds in the amount of:</b>			
<b>Does this project require Human Subjects (IRB) Approval?</b>	Yes or No		
<b>If Yes, please provide the Human Subjects Reference number (not required at time of application)</b>			
<b>Please list previous Graduate Student Research Grants if applicable (date and amount awarded):</b>			
<b>Did any other students contribute to this project?</b>	Yes or No		
<b>If yes, please indicate their names, department, and advisor:</b>			
<b>Please indicate your agreement with the following statement: I attest that this project was written by me and in my own words.</b>	Yes or No		
<b>Advisor Signature:</b>			
<b>Department Head Signature:</b>			
<b>College Dean Signature:</b>			

## Section B: Graduate Student Research Grant Budget Form

<b>Name</b>				
<b>Project Title</b>				
<b>Advisor</b>				
	<b>Item</b>	<b>Cost per Item</b>	<b># Of Items Requested</b>	<b>Total Cost for Item</b>
<b>A. Materials/Supplies</b>				
1				
2				
3				
4				
5				
6				
7				
8				
<i>Subtotal</i>				
<b>B. Equipment</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>C. Travel</b> (travel such as field work that is vital to conduct the project). Please refer to current WKU <a href="#">Travel Policy</a> .				
1				
2				

3				
4				
5				
<i>Subtotal</i>				
<b>D. Participant Support and/or Human Subjects</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>E. Other</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
			<b>Total Budget</b>	

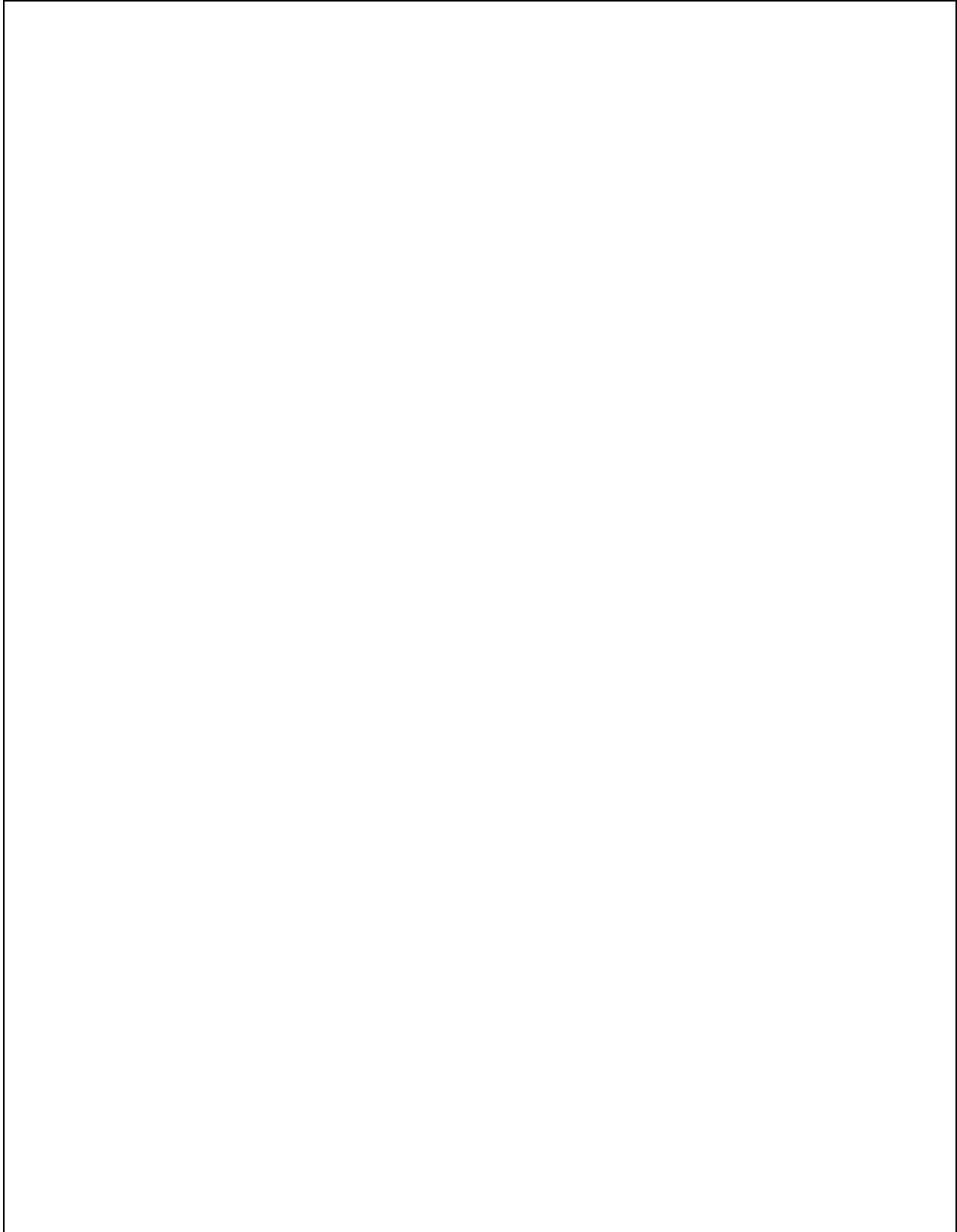
<b>Cost Sharing</b>	
<b>Will this Grant completely fund your research?</b>	Yes or No
<b>If no, please include details about additional funding sources (funding source, amount requested, pertinent dates, and status – under review, funded, not funded) in the space below:</b>	
<b>Is this research being supported by WKU departmental resources and technology?</b>	Yes or No
<b>If yes, please describe in the space below. Note, departmental resources and technology may pertain to lab equipment, software, and supplies made available to you by your department.</b>	
<b>Are you receiving any cost-share for your research? In other words, are you receiving any departmental or college support to either you or your advisor to complete this project?</b>	Yes or No
<b>If yes, please describe the funding source, amount , and how the funding is being used in the space below:</b>	
<b>Budget Narrative/Justification: Provide a detailed explanation and justification for all project costs in the space below. In other words, for each item listed in your budget, provide a narrative justifying the expense and why it is needed for your project.</b>	

**Section C:**

**Student's Proposal Narrative – maximum 2-page, at least 11-point font, single-spaced:**

**Student's Proposal Narrative – maximum 2-page, at least 11-point font, single-spaced:**





**Section D: To be completed by research mentor/advisor****Letter of Endorsement of the Research Project/Creative Activity by Student Advisor:**

## Appendix B – Revised Graduate Student Travel Grant process and forms

### Graduate Student Travel Grants

Limit – up to \$XXXX (set by graduate school)

**Purpose:** Graduate Student Travel Grants are designed to support graduate students' professional development through travel to present students' research at a regional, national, or international conference.

**Eligibility:** Student *must* be the first author on the presentation OR the presenting author on the presentation in order to be eligible for travel funds. Note, if there are multiple student authors on a single presentation, only the student listed as the first and/or presenting author will be eligible for travel funds.

**Who can apply?** All graduate students can apply. Students are limited to XX travel grants per degree. Students may not receive more than \$XXXX in total for travel grants per degree.

**Fundable budget expenses:**

- Transportation (e.g., airfare, mileage)
- Lodging
- Conference/meeting registration fee
- Food/incidentals
- Cost-sharing

**What if I submitted a proposal to a meeting or conference, but I haven't received notification that it is accepted?** You are still eligible to apply; you will need to submit proof of acceptance as well as proof that you are the presenting author on the submission.

### Application Instructions

A. Complete the following application form in full.

B. Complete the proposed budget and budget justification in full:

- vii. Lodging (number of nights, cost per night, total cost)
- viii. Conference/meeting registration fee (in budget justification, note whether there is a discounted rate for student registration and/or early-bird registration)
- ix. Transportation (e.g., airfare, mileage, cab/ride-share)
- x. Food/incidentals (please adhere to U.S. General Services Administration per diem rates, found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- xi. Cost-sharing (if there is cost-share, the applicant needs to note exact amounts/sources of cost share)

C. Abstract of conference/Meeting

- i. If you have already received notification of your acceptance to the conference/meeting, please include the notification (email, conference website screenshot) as an attachment with your application.

D. Once the above are completed, send to your mentor/advisor for their signature indicating approval. Advisors/mentors should then send to the department chair for approval and signature. Once completed, department chairs should send to the college dean/college signatory for approval.

E. Once all signatures have been obtained, the application for travel grant funds should be submitted in full to [gsresearchgrant@wku.edu](mailto:gsresearchgrant@wku.edu). Only completed applications with all signatures will be reviewed.

## Graduate Student Travel Grant Application

\*Make fillable pdf or word doc\*

### Section A. To Be Completed by Student

<b>Presentation Title:</b>			
<b>Conference/Meeting Title:</b>			
<b>Conference/Meeting Dates:</b>			
<b>Conference Location:</b>			
<b>Student Name:</b>		<b>Degree Program:</b>	
<b>WKU 800#</b>		<b>Expected Graduation Date:</b>	
<b>WKU Email Address:</b>			
<b>Advisor:</b>			
<b>Request for travel funds in the amount of:</b>			
<b>Please list previous Graduate Student Travel Grants if applicable (date and amount awarded):</b>			
<b>Did any other students contribute to this project?</b>	Yes or No		
<b>In the space below, please list whether the proposal submitted for presentation contains additional authors and indicate the <u>authorship order</u> (note, authors may be other students and/or faculty):</b>			
<b>Please describe the developmental activities and how participation in the specified conference/meeting supports your future goals in the space below:</b>			
<b>Are you the presenting author on the submission for presentation?</b>	Yes or No		
<b>Please indicate your agreement with the following statement: I attest that this project was written by me and/or the authors jointly indicated above and the submission is in my/our own words.</b>	Yes or No		
<b>Advisor Signature:</b>			
<b>Department Head Signature:</b>			
<b>College Dean Signature:</b>			

## Section B: Graduate Student Travel Grant Budget Form

<b>Name</b>				
<b>Project Title</b>				
<b>Advisor</b>				
	<b>Item</b>	<b>Cost</b>	<b># Of Days</b>	<b>Total Cost</b>
<b>A. Transportation (specify mode)</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>B. Lodging (specify cost/night, number of nights, and total estimated cost)</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>C. Conference/Meeting Registration</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				

<b>D. Meals and Incidentals</b> (see <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> )				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>E. Other</b>				
1				
2				
3				
4				
5				
<i>Subtotal</i>				
<b>Total Budget</b>				

<b>Cost Sharing</b>	
<b>Will this Grant completely fund your Travel?</b>	Yes or No
<b>If no, please include details about additional funding sources (funding source, amount requested, pertinent dates, and status – under review, funded, not funded) in the space below:</b>	
<b>Are you receiving any cost-share for your Travel? In other words, are you receiving any departmental or college support for travel to the indicated conference/meeting?</b>	Yes or No
<b>If yes, please describe the funding source, amount , and how the funding is being used in the space below:</b>	
<b>Budget Narrative/Justification: Provide a detailed explanation and justification for all travel costs in the space below. In other words, for each item listed in your budget, provide a narrative justifying the expense and why it is needed for your travel.</b>	



**Section C:****Student's Conference/Meeting Proposal Abstract:**