

ELIZABETH CARR HOLMES SCHOLARSHIP POLICIES AND GUIDELINES

1. The Elizabeth Carr Holmes Scholarship provides funds to enable full-time BA, MA, AGC, and PhD students in the Department of Second Language Studies to carry out degree-related research.
2. **Criteria:** First priority will be given to scholarly papers, theses, and dissertations, followed by coursework designed to pilot materials or procedures for scholarly papers, theses, and dissertations. Other types of research will be considered next.
3. Examples of research expenses that qualify for the Carr Holmes Scholarship are: payments to compensate human participants (\$10 maximum per participant); props needed to elicit data; artistic renderings of pictures for elicitation materials; photocopying of data collection instruments; and audio/video tapes/discs.
4. Support is not available for travel—for that, apply to the GSO and to the Ruth Crymes Memorial Grant. For research in any of the following areas—writing, reading, curriculum development, and evaluation—apply to the SLS Graduate ‘Oihana Maika’i Fund.
5. Applicants may ordinarily request up to **\$400**. However, consideration will be given to special requests for funds in excess of this amount.
6. Recipients will be selected by a three-person (minimum) committee appointed by the SLS Department Chair. The number and amount of awards will be determined by the selection committee based on the quality of the application and availability of funds.
7. Applications may be submitted at any time. Approved applications are funded on a first-come, first-served basis. In the event of insufficient funds, priority will be given to students who have not previously received research support from the Carr Holmes Scholarship.
8. Proposed research must be reviewed by the IRB. Please provide evidence of Exempt Status or Approval of Non-Exempt Research (Expedited or Full IRB) from the IRB for the proposed research.
9. To apply, fill out the research support application form: (a) indication of how the research meets the criteria (see point 2 on this page); (b) a budget; (c) a 350-word maximum description of the proposed research, including a description of theory and method; and (d) a completed recommendation form from the supervisor (or course instructor). Supporting tables, figures, transcripts, instruments, etc. may be submitted as a 1-page appendix to the application.
10. Before submitting the application to the Carr Holmes committee with his/her recommendation, the supervisor or instructor will verify that the application is complete and clear. The committee will receive applications from the Program Specialist, who, upon receiving the results from the committee, will send decisions to the applicant, CCing the advisor.
11. If an application is evaluated as "revise and resubmit," the student should work with the advisor to revise the application, taking care to keep the description to the 350 word limit. Revised submissions may also come with an additional explanation of how the student has addressed the committee's concerns. This explanation should be no more than 100 words and should appear after the budget.
12. Recipients must submit dated, original receipt(s) in order to be reimbursed. For payments to participants, please use the attached "RECORD OF PAYMENT TO PARTICIPANTS FORM," for which original signatures are required. If you are collecting data anonymously, please state this in your application; participants will be instructed on how to receive their payment.
13. Reimbursements must be claimed within **8 weeks** of expenditure. It is the ***sole responsibility of the recipients to retain copies of the paperwork submitted.***
14. Recipients should deposit one copy of the research report with the SLS Department Chair. Recipients are required to acknowledge the support provided by the Elizabeth Carr Holmes Scholarship in writing in all reports of the research (course paper, SP, thesis, dissertation, conference presentation, or any publication).

**ELIZABETH CARR HOLMES SCHOLARSHIP
RESEARCH SUPPORT APPLICATION FORM
(page 1 of 3)**

Name:

Date:

Program: BA in SLS ☐ MA in SLS ☐ AGC in SLS ☐ PhD in SLS ☐

Semester of entry into the program: Semester of expected graduation:

Are you a previous recipient of a Carr Holmes Scholarship award? Yes ☐ No ☐

Your proposed research has been granted the following by the IRB:

Exempt Status ☐

Approval of Non-Exempt Research (Expedited or Full IRB) ☐

Note. Please attach PDF showing exemption/approval from the IRB to your application.

(a) Criteria:

For SP/thesis/QP/dissertation ☐ Pilot for SP/thesis/QP/dissertation ☐ Other ☐

If *Other*, please explain (50-word maximum):

(b) Budget (50-word maximum):

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RESEARCH SUPPORT APPLICATION FORM
(page 2 of 3)**

(c) Description of proposed research (350-word maximum):

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RESEARCH SUPPORT APPLICATION FORM (page 3 of 3)**

(d) Recommendation form:

Instructions for the Student: *After completing (a)–(c), fill in your name and the title of the project in section (d), and then email the entire application to your supervisor or instructor.*

Name of applicant:

Title of project:

Instructions for the Supervisor/Instructor: *Please verify that the student's application is complete and clear; enter your recommendation, name, and the date; and email the entire application to the SLS Department Chair, CCing sls@hawaii.edu. COMPLETED FORMS MUST BE EMAILED BY THE SUPERVISOR/INSTRUCTOR, NOT BY THE STUDENT, FOR APPLICATION REVIEW.*

My level of backing for this proposal, **based on the description in section (c) of this application:**

Highest ☐

High ☐

Medium ☐

Low ☐

Lowest ☐

Name of recommender:

Date:

Additional brief comments (optional):

**ELIZABETH CARR HOLMES SCHOLARSHIP
RECORD OF PAYMENT TO PARTICIPANTS FORM**
(Copy this page as needed for additional records.)

Researcher's name:

Researcher's signature:

Title of project:

Please sign below to indicate that you have been paid for participating in this research.

PRINTED NAME	SIGNATURE	AMOUNT RECEIVED	DATE

ELIZABETH CARR HOLMES SCHOLARSHIP - RECORD OF PAYMENT TO PARTICIPANTS

Researcher's name:

Researcher's signature:

Title of project:

Please sign below to indicate that you have been paid for participating in this research.

Printed name: _____

Signature: _____

Amount received: _____ Date: _____

ELIZABETH CARR HOLMES SCHOLARSHIP - RECORD OF PAYMENT TO PARTICIPANTS

Researcher's name:

Researcher's signature:

Title of project:

Please sign below to indicate that you have been paid for participating in this research.

Printed name: _____

Signature: _____

Amount received: _____ Date: _____

ELIZABETH CARR HOLMES SCHOLARSHIP - RECORD OF PAYMENT TO PARTICIPANTS

Researcher's name:

Researcher's signature:

Title of project:

Please sign below to indicate that you have been paid for participating in this research.

Printed name: _____

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Amount received: _____ Date: _____