Glynn Family Honors Program Pre- and Post-Award Requirements

Pre-Award Requirements:

1. **Human subjects approval (IRB).**
   If your research involves interaction with people (e.g., interviews, surveys, or observing non-public behavior), you will be required to submit an application for Internal Review Board (IRB) approval. The Office of Research has an online submission form for Human Subjects Approval. Please click on the link below to complete your IRB application and follow the instructions on that page:

   https://research.nd.edu/our-services/compliance/human-research/

   Funding will not be disbursed until the Office of Research approves your IRB application.

2. **International travel approval**
   All applicants whose proposals require international travel must submit a travel approval form in order to be considered for a Glynn grant. Contact the Office of International Studies or click on the link below for more information.

   https://international.nd.edu/travel/travel-registry/

   Awards will be made only after approval for travel has been granted.

3. **Domestic travel waiver**
   After a proposal requiring domestic travel has been approved, the student receiving the award will need to complete a domestic travel waiver and submit a copy of this approval form to The Glynn Family Honors Program before funds can be disbursed.

4. **Letter of Recommendation**
   You must have a letter of a recommendation from a regular faculty member (that is, teaching-and-research faculty or special professional faculty). The recommender must endorse the proposal and supervise the project.

Post-Award Requirements:

1. **Final Report**
   After their projects are complete, all award winners must submit to the The Glynn Honors Program (309 O'Shaughnessy Hall) a formal final report of the work done with the support of the Glynn grant. The report should be 5 to 10 pages, drawing upon the original proposal for the introduction, review of previous work, and methodology and concluding with the results and discussion (or analysis) of the project's results. If the Glynn grant supported a presentation at a conference, then a copy of the paper or poster should be submitted; this is in lieu of a final report. If the grant supported thesis research, a copy of the completed Senior Thesis will be required upon completion of the project.

If there were changes to the proposal during the course of the research or the development of the creative work, new references should be added, and the **methodology** section should be modified. The style of the final paper should be appropriate to the standards of the academic discipline.

2. **How Awards are dispersed.**
   The Glynn Family Honors Program Grants will be paid in a lump sum payment by direct deposit to your bank account on file with the University of Notre Dame or by check if not applicable.

3. **Complete the Post-Grant Reporting Form**
   Grant recipients are required to complete the post-Grant Reporting Form. The form can be completed on line and can be found at:
   > https://glynnhonors.nd.edu/grants-fellowships/post-grant-reporting/

   The Form requires the submission of photographs of you taken doing som eof the work funded by your grant. Photos can be taken using your cell phones. Guidelines for photography can be found at:
   > https://glynnhonors.nd.edu/assets/254956/photo_guidelines_copy_2.pdf

4. **Thank-you letter.**
   Glynn scholars are able to conduct cutting-edge research and advance their knowledge and their academic careers because of the generosity of the Glynn family. After you write your Final Report, please also write a thank-you note to the Glynns, which includes a brief description of what you did with your grant. Thank you notes can be sent to the honors program office for forwarding to the Glynn family. The Glynn family also will receive a copy of your Final Report, as well as a copy of your completed Senior Thesis.

   Direct questions to:
   Dr. Anselma Dolcich-Ashley
   The Glynn Family Honors Program
   309 O'Shaughnessy Hall

   574.631.5398