**Thesis Proposal Approval Form**

*Please type in this form. E-signatures will be accepted from faculty and department chairs and students may type their full name as their signature.*

*When completed save this form as a docx file with the name formatted in the following way: Lastname\_Proposal\_Current Semester and Year (e.g. “Huber\_Proposal\_Fall2019.docx)*

Student Name

Project Title

The Student’s signature indicates that they will continue to attend Honors Program workshops and meetings related to the thesis, and understands and agrees to comply with Honors Program thesis requirements.

Student signature       Date

The Faculty Mentor’s signature below indicates approval of the project described in this proposal, understanding of Honors thesis mentor expectations, and agreement to serve as mentor for the full thesis project.

Faculty Mentor name

Faculty Mentor signature

Date

The Department Chair’s signature below indicates they have seen the thesis proposal abstract, timeline, and budget and that the Chair agrees the project is suitable for the major and completable in the allotted time.

Department Chair name

Department Chair signature

Date

*Note: If this is an interdisciplinary project that is counting for credit in more than one major, a second department chair’s signature should be included.*

Student Name

OnTrack ID

Campus Box       Phone Number       Graduation date

Major(s)

Minor(s)

Faculty Mentor

Mentor Department

Mentor Campus Box

Does this project involve human subjects? Yes [ ]  No [ ]

If this project involves human subjects, has a proposal been made to Elon’s Institutional Research Board? Yes [ ]  No [ ]

If yes, when was it submitted and has it been approved? Yes [ ]  No [ ]  Date of approval

If not, when will it be submitted? [ ]

**Project Abstract (250 words maximum)**

**Briefly answer the following. Please limit your answers to 1.5 pages single spaced.**

* Describe classes/experiences that give you a background suitable to undertake this project.

* How is the project related to your educational, professional, and/ or life objectives?
* Provide a brief summary of the qualifications that make your faculty mentor suitable to supervise this project. (*Include the faculty member’s curriculum vitae as an attachment when you submit this form*)*.*

**Thesis Feasibility Report**

Please include a brief general timeline of when you will complete major tasks and a budget of anticipated expenses. This should make it clear to the Department Chair and to the Honors Advisory Council that your proposal can be completed at Elon over the next year or two.

**Timeline**. Outline the next 3 or 4 regular (fall and spring) semesters (depending on when you turn in your proposal), including the amount of HNR 498 hours you anticipate taking (8 hours are required) and the thesis research and writing goals for each semester. Please include work you anticipate completing over summers and/ or winters.

**Estimated Budget:** Please include an itemized list of equipment, facilities, materials, travel, etc. that you will need to complete this project. You may receive up to **$1000** in fund from the Honors program, but please include any additional funds needed for your thesis and your plan to cover them (e.g., grant-in-aid through URP). All funds must be used specifically and primarily for the thesis research (and therefore do *not* include expenses such as extra copies of the thesis, food for meetings, or gifts for mentors). *Any equipment purchased remains at Elon after your graduation*. Note that travel to conduct the research AND travel to present the research at a conference may now be requested. For this form you can estimate the overall cost for a particular trip, rather than breaking down the separate costs for registration, airfare, etc. Students will be reimbursed for approved expenses only if they have original receipts and follow university guidelines as implemented by Tammy Womack.