



**Honors Project Fund  
Reimbursement**

**Application Checklist**

- Pre-Approval Cover Sheet
- 1-2 page summary
- Cost Estimates

**Pre-Approval Application Cover Sheet**

**Required Steps:**

- 1) Type or neatly print responses to the Application Cover Sheet below.
- 2) Attach a **1-2 page project summary** to explain why anticipated costs are necessary.
- 3) Fill out a **Cost Estimate Report** for your reimbursement.
- 4) Return complete application to the Barrett Business Office, Christine Fleetwood:  
[Christine.Fleetwood@asu.edu](mailto:Christine.Fleetwood@asu.edu). Or submit at your campus:
  - a. Downtown – Mercado B4
  - b. Polytechnic – CNTR 145
  - c. Tempe – Sage North Front Desk
  - d. West – UCB 201

**Questions?** Contact Christine Fleetwood at 480-727-7640 or [Christine.Fleetwood@asu.edu](mailto:Christine.Fleetwood@asu.edu).

Personal Information	
Student Name	ASU ID
Major(s)	ASU Graduation Term
Student ASU Email	
Are you a National Merit Scholar, National Achievement Scholar, or a National Hispanic Scholar? Please circle: Yes or No	
Are you receiving project funding from another department or source? If so, please describe.	

*If you have filed a Free Application for Federal Student Aid (FAFSA), the Barrett Business Office may contact you and request additional documentation, if necessary.*

## Honors Project Fund Reimbursement Cost Estimate Report

\*First write your **1-2 page project summary** then provide a cost estimate report detailed below.\*

Be as detailed as possible in the item description area below. Please include or attach quotes to support estimated costs. If more space is needed, attach further documentation, e.g. spreadsheet.

Follow the instructions by expense type, if listed below. Otherwise, just list and describe items.

- a) *Travel*: include a printout showing the approximate airfare and hotel charges.
- b) *Per Diem*: consult the ASU Per Diem Rates for lodging or meals and use approved rates.
- c) *Conferences*: include the conference program or brochure.
- d) *Equipment*: if purchasing a piece of equipment exceeding \$100, only up to \$100 is reimbursable.
- e) *Research Incentives*: should be used to encourage reasonable participation in a study. Include an explanation for cash payments/gift cards that describes why incentives are necessary. If approved, you will need original receipt and a signed, dated document that includes your name, the name of your participant, participant signature and date, a summary, and what was given as the incentive. For participants who need to remain anonymous, include a note explaining why and request the recipient initial the note. If these items are not included, a reimbursement cannot be processed, per ASU policy.

For more information on these categories refer to the Appendix online:

<https://barretthonors.asu.edu/academics/thesis-and-creative-project/funding>

Item(s) and Description(s)	Estimate Cost
Total Estimated Cost	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE USE ONLY**

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Amount Awarded \$ \_\_\_\_\_

## Honors Project Fund

Barrett, the Honors College offers up to \$1,000 in reimbursement funding to cover expenses related to special projects. The funds may be used to cover expendable costs such as: travel, conference registration, or costs for academic projects and related supplies. The Honors Project Fund is for non-thesis related experiences. If you are requesting funds for thesis expenses, please use the Thesis Reimbursement Application. **All funds must be pre-approved.**

**Instructions:**

- 1) Review application and the **Funding Appendix** found at <https://barretthonors.asu.edu/thesis/funding>
- 2) Submit application (including pre-approval cover sheet, 1-2 page summary, cost estimates) for pre-approval of all expenses to the Barrett Business Office. This application can only be submitted once and must be approved prior to making purchases of any sort.
  - a. Plan ahead to allow for processing time before purchases are needed.
  - b. Applications are reviewed on an on-going basis. The Barrett Business Office will email students notification of approval, **Terms of Agreement**, and final receipt submission instructions.
  - c. Sign and return Terms of Agreement to the Barrett Business Office.
- 3) Once approval is received and Terms of Agreement signed and submitted, make purchases and keep original itemized receipts.
- 4) If the costs associated with your project puts you above your financial need and/or cost of attendance that is part of your Free Application for Federal Student Aid (FAFSA), you may be asked to submit a **student budget review form**. It is a federal regulation that we account for this educational resource in a student’s financial aid package. Even though Barrett has approved your application, Financial Aid has to approve the posting of the funding to your student account if a budget review is needed. (This does not apply to students who did not fill out FAFSA.)
- 5) Submit receipts in accordance with the aid year calendar and by the Final Receipt Deadline for reimbursement processing.
  - a. Purchases made in a specific aid year — August 1 – July 31 — can only be reimbursed in that same aid year. If expenses cross over an aid year, reimbursement will be done in two payments.
  - b. Reimbursement cannot be processed by ASU after the Final Receipt Deadline.
- 6) Reimbursement will post to your student account (or transferred to an ASU account) once receipt processing is complete. Again, you must adhere to the deadlines. No funds will be reimbursed after graduation.

Term of Spending	Final Receipt Deadline
Fall 2020	November 13, 2020
Spring 2021	April 9, 2021

