Research Grant Application

This application is for Student Research Grants to help defray expenses directly incurred during research and scholarly projects involving original inquiry with a specified resulting product. Follow the outline below to the extent possible, presenting the details of your proposed plan and all necessary data using a single-spaced format. Your proposal may not require information under all headings; include additional information or delete categories as appropriate to your project.

To evaluate your proposal, the Committee needs to know what you wish to do, how you intend to do it, how realistic it is that you will be able to do it, when you will do it, how much it will cost, and the nature of the results you expect. The more simply and concisely this information is supplied, the more quickly and effectively the proposal can be considered.

**GENERAL INFORMATION**

I. *Applicant Team*
   A. name and campus address of student applicant
   B. name and campus address of faculty mentor
   C. date of application

II. *Nature of Project*
   A. student project title
   B. general field of study in which you intend to work (e.g., English Studies, Biology)
   C. the specific area in which you intend to work (e.g., Shakespeare’s poetry, plant molecular biology)

III. *Facilities Involved*
Discuss the facilities you propose to use in your project (archives, libraries, equipment, etc.).

IV. *Terminal Report*
Each research project must have a final product that will be shared with the Committee, and preferably with peers as well. Indicate the format of that final product and how it will be shared.

**SPECIFIC INFORMATION**

V. *Your Name*

VI. *Description of Proposed Work*
State your research question

VII. *Approach and Procedure*
Give details of your project plan and describe your approach. As appropriate to your project, include descriptions of:
   A. type of experiments and/or work to be performed;
   B. methods and approach to be used;
   C. kinds of information to be obtained; and
   D. means and criteria to be used to analyze or interpret the information
VIII. **Significance of the Project**
A. Through a discussion of pertinent literature and/or other existing work, note the current status of scholarship in this field, with emphasis on significant developments in your area.
B. Specifically note how your project will connect or extend the above scholarship, mentioning any special or unusual ideas or contributions that your project may offer.
C. Cite key references, which should be critical and highly selective, rather than exhaustive.

IX. **Personal Qualifications and Endorsements**
Your response here will be largely dictated by the nature of your proposed project. Provide information to demonstrate that you are prepared to carry out the specific project you are proposing. This should include any relevant coursework or previous projects or publications undertaken.

X. **Project Timetable**
Prepare a general time schedule, giving the starting date, significant dates at which major portions of work will be done, and the anticipated completion date. Indicate clearly the working times you intend to spend on your project.

XI. **Financial**
Operating budget limits for Student Research Grant proposals are annually determined by the Student Research Committee based on available funds. Estimate, in round figures (exclusive of stipends), the following:

A. **Budget**
   - Equipment purchases
   - Consumable supplies
   - Travel expenses
   - Other
   - Total Budget (sum of 1 through 4)

B. **Funds Expected**
   - Other support expected
   - Anticipated income
   - Total Funds Expected (sum of 1 and 2)

C. **Total Budget minus Total Funds Expected**

D. **Budget Justification**
   Provide a narrative justifying each item or set of items in the requested Budget above.

XI. **References Cited**
Present a bibliography of any references cited, using a format generally accepted in your field of study.