

College of Science, Health, and the Environment
Student Research Grant and Strong Scholars Research Fund
Application Cover Page
Due the last Friday in September

Student Researcher: _____
If Group Project, names of group members: _____
Project Title: _____
Dragon ID Number: _____ Major: _____ Minor: _____
Expected Graduation Date: _____
Email: _____ Phone: _____
Address: _____
Faculty Mentor: _____
Project Begin Date: _____ Project End Date: _____

Total Funds Requested: \$ _____

Have you applied for or received support for this research project from this committee or another source?

Yes No. If yes, please provide the details of that proposal or funding.

Are you requesting that your project be considered for funding through the **Strong Scholars Research Fund**? (see eligibility and guidelines on next page)

Yes

Compliance Information: Check one)

This Project involves procedures that require Institutional Review Board/Institutional Animal Care and Use Committee approval and will be conducted under already-approved protocol # _____

This project involves procedures that require Institutional Review/Institutional Animal Care and Use Committee Approval; such approval is in process. (Approval must be finalized before funds can be spent.)

This Project does not involve procedures that require Institutional Review Board/Institutional Animal and Use Committee Approval.

Student Signature: _____ Date: _____

To the Faculty Mentor:

I have reviewed this proposal and confirm that the resources are available and the student(s) is/are prepared to undertake the research described. I agree to serve as Research Advisor on this project.

Faculty Mentor: _____ Date: _____

Submit applications electronically to the CSHE OAS, cshe@mnstate.edu. Deadline to submit is the last Friday in September.

CSHE Undergraduate Research Grant and Strong Scholar Fund Guidelines

Applicant Eligibility:

- The project must be endorsed by a faculty supervisor.
- The applicant must be enrolled in an undergraduate or graduate program offered in the College of Science, Health, and the Environment during completion of the project.
- The applicant must be willing to present her/his research results at the MSUM [Student Academic Conference](#).

Additional Eligibility Requirements if applying to the **Strong Scholars Research Fund**:

- The recipient must be enrolled fulltime during the time the award will be disbursed, **and should hold either junior or senior standing**.
- Recipients must be majoring in a degree program in Biosciences, Chemistry and Biochemistry, or Physics and Astronomy.

Guidelines for Grant Use:

- Funds must be used for requests outlined in budget of project.
- Use of human subjects or animals in the research must receive approval by the appropriate university committee.
- Funds cannot be used for student salary.
- Funds may be used for software, small equipment items, other research supplies, travel to and from research sites, travel to conferences to present results of research and other methods of dissemination of research results. *See travel guidance below.*
- Funds must be expended following regular University guidelines and materials purchased become the property of the University.
- Maximum award amounts are typically \$1000.00. **Funds must be spent or encumbered by June 15** of the following year.
- Project timelines should fall within a 12-month period.
- Projects that run beyond the timeline outlined in the proposal require special permission from the dean's office.

Additional Guidelines for **Strong Scholars Research Funds**:

- Recipients will be required to submit a report of their work to the CSHE dean at the end of the 12-month period.
- Applicants must submit a letter of support for the project from a faculty mentor.
- Award amounts can exceed \$1000.00, maximum amounts depend on number of proposals submitted, funds available and competitiveness of proposals. **Funds must be spent or encumbered by June 15** of the following year.

Review Criteria:

- Project description is clearly written by the student in her/his own words, well designed and cost-effective.
- Student shows a strong interest in the project, and it fits into the student's academic and/or career plans.
- Project is realistic for the student's background, the time frame, and the amount of funding.
- Faculty supervisor supports the project and has an appropriate background for supervising the project.
- Project is likely to result in a paper or academic project that can be presented to a professional/peer audience and/or published in a scholarly publication.

Additional Review Criteria for **Strong Scholars Fund**:

- Recipients will demonstrate strong scientific potential as a researcher, and in their proposed project.
- Although they may be related to larger projects already in progress in a faculty mentor's lab, proposals must represent independent scientific ideas and work to be done by the student.

Guidelines for writing your research proposal:

Please write for an interdisciplinary audience of your peers, remembering that not every reviewer is an expert in your area of research. The proposal should not exceed five pages in length, including the bibliography. It should be double-spaced, have one-inch margins. It should consist of the following sections.

- **Title:** On cover sheet.
- **Project Summary:** The Project Summary should state the objectives of the project, the methods to be used, and the "intellectual merit" of the work being proposed. This section should be 200 words or less.
- **Introduction:** This section should state the research problem, provide background information, and explain the goal of the research. Be sure to discuss the significance of the research and provide a prediction of the results of your work and your hypothesis. You should provide references from the literature in your field.
- **Methods:** This section should describe the experimental approach to be taken and any equipment needed. Your explanation of the methods should allow a reviewer to understand how your experimental approach will allow you to address the research problem you stated in the introduction. If two or more people are going to be working on the project, please state the role for each person.
- **Budget:** Use a table format to list your itemized budget, include description of items, quantity, unit costs and subtotal cost, and the total cost of your project. Include a brief justification of why each item is needed. Money may be spent on approved items only, as determined when the grant is awarded.
- **Project Time Line:** Use a table format for this section. Indicate the period of the proposed work, noting proposed landmarks throughout the period including when the project will be completed, when and where you will present the results of your work, and when your final report will be submitted to the committee.
- **Bibliography:** This section will contain the citations for each of the key literature references included in the Introduction and methods sections. It is suggested that you use the format most appropriate for discipline when listing your references.