Clarion University
Undergraduate and Graduate Student Grants
Research, Scholarly, Creative, Entrepreneurial, and Civic Projects
Deadline: Wednesday, October 2, 2019

Undergraduate and graduate students enrolled in any program at Clarion University are invited to apply for up to $800 in funds to support independent research/scholarly projects conducted in collaboration with faculty or staff project mentors. Research is defined in a broad context to include any scholarly, creative, entrepreneurial, or civic activity and is not limited to the traditional concept of empirical research. The project must be completed prior to the **required** presentation of his/her findings at the Undergraduate and Graduate Research Conference that will be held at Clarion University on **Thursday, April 16, 2020**. In those instances, where the project is continuing or expected to begin after April, the student will present the status of the project at the conference or present the results at the following year's conference. In these instances, students and mentors must indicate on their applications that the research will occur after April 2020. The funds are to support student projects; there are no provisions for faculty compensation. **Travel costs to conduct the scholarly project can be included in the project budget and are eligible for funding, but travel to present results at conferences or meetings will not be covered. Travel costs to present such project results are eligible under a separate grant: Student Travel Funds: Scholarship and Research Presentations.** Projects can include one student or a team of students. It is recommended that all students who request funds be in good academic standing (GPA of 2.5 or higher) with no formal disciplinary record.

The application must include the following components: **1) student research/project grant form; 2) student research/project budget form; 3) letter of intent and resume of the student project leader and a list of team members; and 4) a written letter of support from a faculty or staff project mentor.**

The proposal should follow the format as outlined on the grant application. In multidisciplinary projects, several faculty or staff may act as project mentors. Late proposals, incomplete proposals, or those not sponsored by a faculty or staff will not be considered. Because the research process is intended to be educational, **the student and not the mentor** should write and submit the grant application. We also encourage students to write proposals **in a manner that is understandable** to those outside of the discipline. Proposals not easily understood by the grants committee will be evaluated accordingly.

One ELECTRONIC PDF file of the proposal should be sent to each of the Co-Directors of Undergraduate and Graduate Research: Dr. Chunfei Li, Department of Chemistry, Mathematics, and Physics, STC 183, cli@clarion.edu and Dr. Susan Prezzano, Department of Social Sciences, Founders 310, sprezzano@clarion.edu. All documents should be in one pdf file with a file name using the last name of the lead student. Example: Jones_Study of Hellbenders.

Members of the Undergraduate and Graduate Grant Review Committee:

Dr. Chunfei Li, Department of Chemistry, Mathematics & Physics, Co-Chair
Dr. Susan Prezzano, Department of Social Sciences, Co-chair
Dr. Yasser Ayad, Department of Biology & Geosciences
Prof. Robert Bullington, Department of Visual & Performing Arts
Dr. Joseph Croskey, Academic Advising
Prof. Gary Greenberg, Department of Visual & Performing Arts
Dr. Jesse Haight, Department of Education
Dr. Janice Krueger, Department of Information & Library Sciences
Dr. Linda Lillard, Department of Information & Library Sciences
Dr. David Lott, Department of Biology & Geosciences
Dr. Miguel Olivas-Lujan, Department of Management and Marketing

Dr. Rod Raehsler, Department of Economics
Dr. Jessica Thomas (or Helen Hampikian), Department of Biology & Geosciences
Dr. Brandon Packard, Computer Information Science

Guidelines and Instructions for Student Research Application

A. Applicant Eligibility Requirements

1. Any undergraduate or graduate student in good academic standing.

2. Scholarly projects are broadly defined to include all students in any program. As such, these scholarly endeavors are not limited to those students in the sciences; rather students in the arts, education, and business are encouraged to apply.

3. Research or project must be conducted in collaboration with a faculty or staff project mentor. This faculty/staff member must provide a letter of support for the project and sign the grant cover page. In those instances, where a faculty/staff member is sponsoring more than one project, the letter of support should be specific to that project. Reviewers use the letters to understand the project being undertaken by the student. Blanket letters given to students in different projects are not helpful.

4. Reviewers will favor funding for research and development of a project rather than for the exhibition of a project.

5. Reviewers will also favor collaborative projects with faculty members that would lead to an "intellectual contribution" in the form of a paper presentation, published proceedings, journal article, or display external to Clarion.

B. Additional Requirements and Information

1. All proposals are evaluated based on merit, quality of the project design, and feasibility of a successful completion of the study. The maximum grant award is $800 and reviewers may elect to fully fund, partially fund, or not fund a project.

2. Student researchers are required to present the results of their study at the annual Undergraduate and Graduate Research Conference to be held on Thursday, April 16, 2020. Those students with incomplete projects at the time of the seminar will present the status of the project and will present completed outcomes the following year.

3. Student researchers are required to submit an abstract of their project prior to the April research conference. In the case of an ongoing project, the student should submit a progress report. Failure to fulfill these requirements will disqualify a student from applying for future grant funds. The sponsoring faculty member will also be disqualified in the next round of funding.

4. Student grant recipients are limited to one award per academic year; in the case of an on-going project, the student may reapply in the next funding cycle.

5. Proposals may be submitted by one student or teams of students, with one designated as lead investigator.

6. Faculty/staff members may sponsor no more than three individual students or teams of students in an academic year.

7. Research proposals must be submitted prior to the start of the study.

8. Proposals submitted after the deadline date or incomplete proposals will not be considered.

C. Preparation of the Grant Application

1. Complete the grant application coversheet with an attached and signed support letter from faculty/staff project mentor. This letter should address the significance of the project to the student as well as the qualifications of the student to complete the study. The application should be submitted as an electronic pdf file.

2. Introduction (1 page or less; 11 font or higher)
    a. This section should contain enough background information that reviewers can understand the significance of the project. Remember that reviewers come from a variety of disciplines, which means that the proposal must be clearly understood by someone outside of your field of study – so write appropriately.

    b. Literature relevant to the proposed research should be briefly reviewed and cited.

    c. Clearly state the objective and/or purpose of your proposed research.

3. Materials and Methods (1 page or less; 11 font or higher)
    a. Methods must be described in sufficient detail that the reviewer can easily follow the procedures and determine if they have been thoughtfully designed. For example, when appropriate, controls to be used in experiments should be described and statistical tests used in data analyses should be outlined.

    b. A time-line for the completion of the project must be included.

    c. Any literature appropriate for an understanding of the methods should be cited.

    d. Materials and equipment needed to complete the project should be included in this section and a description of why this material is needed.

4. References
    a. This section must include all of the literature citations mentioned in the sections above. The format of references will vary from one discipline to another, but they should be consistent.

5. Budget
    a. Use the format provided and include the cost of each item. Allowable expenditures include funds to defray the cost of consumable supplies, specialized services, and equipment that are not readily available. Travel costs incurred in conducting the study are permitted; travel costs to support attendance at professional meetings where results of the study are presented are not permitted. Such travel may be eligible for funding in a separate round of grants. Ineligible expenditures include salaries, stipends, or consulting fees. Equipment and supplies that can reasonably be obtained in academic departments will not be supported.

    b. Provide a brief justification for the items purchased or for the expense.

    c. Include any additional sources of funding for the project. Reviewers like to see that in large, expensive projects additional funding has been secured or is being sought.

    d. All supplies and equipment purchased will become the property of Clarion University at the completion of the project.

    e. Purchasing of materials must follow Clarion University purchasing procedures. Students should not purchase material with expectation for reimbursement without coordinating with their faculty mentor and the department. Each department will receive funding for their awarded students. Please work with faculty mentors and departmental administrative staff to order supplies and materials and/or coordinate travel. Please note, all funds must be spent two weeks before the end of the fiscal year on June 30. This includes projects proceeding through the summer. Any requests to extend funding beyond June 30 must be made in writing to Dr. Li and Dr. Prezzano.

    f. Students and faculty mentors should work with their respective departments in the ordering of supplies and equipment. Any changes to the budget following the awarding of the grant must be justified in ordering supplies and equipment. Any unused funds will revert to the Office of Academic Affairs.

6. Addenda (2 pages or less; 11 font or higher)
    a. The lead researcher should provide a brief letter of his/her career objectives and how the research will further his/her achievement of these goals. Include in this letter any accomplishments to date. Also, attach a resume of his/her academic career to date.

Clarion University
Student Research/Scholarship Grant Proposal Form
Wednesday, October 2, 2019

Title of Project: _____

Name of Lead Student (Contact Person): _____

Graduate or Undergraduate Student? _____

Total Amount of Grant Requested: _____

Projected Completion Date: _____

Major:_____ **QPA**_____ **#Credits Earned**_____

E-mail Address:_____**Phone number**_____

Mailing Address: _____

Other Students Participating in Project: _____

_____

_____

E-mail Addresses: _____

_____

Faculty/Staff Project Mentor: _____

Department:_____

E-mail Address:_____**Campus Phone:**_____

Other Faculty/Staff Participating in Project: _____

Signature of Student Applicant (Contact Person): _____

Signature of Faculty/Staff Project Mentor indicating that he/she read the proposal and is in support:

_____

Proposal Format: (Instruction details are located in Section C of the Guidelines listed above)
      Introduction
      Materials and Methods
      References
      Budget
      Addenda: Letter of Career Objectives, Resume, and Letter of Support from Mentor

Student Research/Project Budget Form

Complete the following table. Be sure to include information regarding all non-standard materials and services that are required to complete the project, as well as any shipping & handlings costs. When ordering supplies for the project, students should work through their project mentor. Each student will be given an account number from the Dean's office of his or her respective college. Students will coordinate purchases with their research mentors. All funds must be spent two weeks before the end of the fiscal year on June 30. This includes projects proceeding through the summer.

	Item*	Source of item	Quantity	Unit cost	Shipping	Total cost	Source of funds**
Supplies:							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Equipment:							
1.							
2.							
3.							

Travel (necessary for conducting the project; travel to present project results outside of the University is not covered)**:**

Library:
Computing services:
Duplication:

Miscellaneous:

Grand total:

*Grant funds cannot be used to pay salaries, stipends, or consulting fees. Grant funds cannot be used to purchase supplies or equipment readily available in departments. Provide a brief justification for the item to be purchased with the grant – use an additional sheet if necessary.

**The source of funds is assumed to be the maximum of $800 available; if the project costs exceed this amount, indicate the additional source of funding and whether it is pending or secure.

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Student Research Grant Checklist
Due Date Wednesday, October 2, 2019

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Student Research/Project Grant Form   _____

Student Research/Project Budget Form   _____

Student's Resume (only lead student's resume is needed)   _____

Letter of Support   _____

Mentor's Signature   _____

Submitted PDF copies to the addresses below   _____

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Submission Instructions

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--Submit one readable PDF electronic copy by email to each of the addresses below.
--All documents should be in one file with a file name of the lead student. Example: Jones_Study of Hellbenders. Not following the guidelines will have a negative impact on grant evaluation.
--Submit to:
Dr. Chunfei Li (393-2570) cli@clarion.edu and
Dr. Susan Prezzano (393-2396) sprezzano@clarion.edu