Guidelines and Instructions for Undergraduate Research Application

A. Applicant Eligibility Requirements

1. Any undergraduate 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 advisor. 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 actual 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 will be 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 research conference to be held April 21, 2016. 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 the 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 cover sheet with an attached and signed support letter from faculty/staff project advisor. 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 in 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 materials or 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 without coordinating with their faculty mentor and the department. Each student will be provided with a specific account number through his or her Dean’s office.

   f. Students and faculty mentors should work with their respective departments in the ordering of supplies and equipment.

   g. Any changes to the budget following the awarding of the grant must be justified in ordering supplies and equipment.

   h. Any unused funds will revert to the Office of Academic Affairs.

6. Addendum (2 pages or less; 11 font or higher)
   a. Provide a brief letter of your career objectives and how the research will further your achievement of these goals. Include in this letter your accomplishments to date. Also, attach a resume of your collegiate career to date.