

University Enrichment Committee - Evaluation of Student Research Proposal

Student Investigator: _____ Advisor: _____

Research Topic: _____

Amount Requested: _____ **TOTAL SCORE:** _____ /26

Check each element that is included in the proposal and assign a whole number score (e.g. 1, 2, 3) for each:

Student's Background/Preparedness: _____ Score: _____/5

1. Award proposal provides little evidence of writer's preparation.
 3. Award proposal provides evidence that the student is prepared.
 5. Award proposal provides evidence that the student is exceedingly well prepared to conduct this research.
- Comments:

Research Purpose, Significance and Rationale: _____ Score: _____/5

1. Research purpose lacks significance or the provided rationale is not directly related to the proposed research.
 3. Research purpose is significant and the rationale is clearly related to the proposed research.
 5. Research purpose is highly significant and likely to generate new knowledge in the field. The rationale is tightly focused on the proposed research.
- Comments:

Methods of Study: _____ Score: _____/5

1. Study methods are not clearly defined or are inappropriate for this project or their appropriateness to the stated purpose is not articulated.
 3. Study methods are defined and appropriate to the stated purpose.
 5. Study methods are sophisticated and directly address the project's purpose.
- Comments:

Communicating Findings: _____ Score: _____/3

1. Communication plan is vague.
 3. Communication plan is specific, doable and focused.
- Comments:

*Budget: _____ Score: _____/3

1. Budget expenses lack justification or fall outside UEC guidelines.
 3. Budget expenses are justified and fall inside UEC guidelines. (*For requests that exceed the \$500 UEC maximum, the proposal explicitly and convincingly notes how the applicant will complete the project if it is not fully funded.)
- Comments:

Advisor Letter of Support (score "0" if advisor letter is missing): _____ Score: _____/5

1. Expresses minimal support and/or little student preparation/feasibility to conduct proposed project.
 3. Expresses support and adequate student preparation/feasibility to conduct proposed project.
 5. Expresses strong unqualified support and exemplary student preparation/feasibility to conduct proposed project.
- Comments:

Check each application requirement that has been included in the proposal:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Abstract/overview | |
| <input type="checkbox"/> Bibliography | |
| <input type="checkbox"/> Advisor letter of support | |
| <input type="checkbox"/> IRB application if human subjects are involved | <input type="checkbox"/> Not needed |
| <input type="checkbox"/> IACUC application if nonhuman vertebrate subjects are involved | <input type="checkbox"/> Not needed |
| <input type="checkbox"/> Student foreign travel waiver if applicable | <input type="checkbox"/> Not needed |

Summary recommendation: **Do Not Fund** **Fund if Possible** **Definitely Fund**

Overall Comment:

Student Research Award - Application Guidelines

Complete applications should include:

1. **Application form** Be sure to obtain all signatures requested.
2. **Project proposal** Maximum of 5 pages, including the following elements:
 - a. *Abstract.* Write a summary of no more than 100 words describing the purpose and methods of the project.
 - b. *Student's background/preparedness.* Discuss relevant preparation from academic courses, research assistantships, and/or other experiences (e.g., work, internships, travel). What makes this research area interesting to you?
 - c. *Research purpose, significance, and rationale.* Discuss the purpose and value of the research in both non-technical as well as formal disciplinary terms. Provide background on the topic, such as its theoretical/historical context in general and within the field, and include citations of directly relevant prior research.
 - d. *Methods of study.* Discuss hypotheses or specific questions to be investigated and methods of analysis or proof to be applied.
 - e. *Communicating findings.* Describe how you will communicate the results of the project to the Puget Sound community in a manner appropriate to the project (e.g., written paper, seminar presentation, etc).
 - f. *Bibliography* (this may be in addition to the five-page proposal). If appropriate, you may divide this section into works cited in the proposal and those you propose to examine as part of the project.
 - g. *Will your research involve human subjects?* If so, you will need to obtain approval from the IRB (Institutional Review Board) before carrying out your research. If your project requires IRB committee approval, the protocol must be reviewed and approved before the last committee meeting of the semester or year. No funds for research involving human subjects will be released without this documentation being on file in the Associate Deans' Office prior to beginning research. IRB documents included in your application are not counted against the 5-page maximum length.
 - h. *Will your research involve nonhuman vertebrate subjects?* If so, you will need to obtain approval from the IACUC (Institutional Animal Care and Use Committee) before carrying out your research. If your project requires IACUC approval, the protocol must be reviewed and approved before the last committee meeting of the semester or year. **No funds for research involving nonhuman vertebrate subjects will be released without this documentation being on file in the Associate Deans' Office prior to beginning research.** IACUC documents included in your application are not counted against the 5-page maximum length.

3. Budget Please prepare a budget that includes a list of all anticipated expenses, an explanation and justification for each expense, and the expected cost of each item. Be explicit on all items listed. For example, "mailing expenses" should include number of pieces at a specific cost; "mileage" should include number of trips and destinations @ .535 cents per mile; "equipment" should list specific items with cost including sales tax; "materials" should include quantities and include sales tax. Note the UEC will not pay more than \$2.00 per subject for survey mailing-related costs, or more than \$2.00 per minute for transcription costs. Be sure to identify all of the anticipated research expenses, even if this brings the total to more than \$500, and clarify how you will execute the project if the budget exceeds the \$500 maximum award.

4. Letter of support Obtain from the project faculty advisor. This letter should address such items as project value and feasibility, value to the student's educational and/or professional goals, relationship to the student's current educational program, and accuracy and completeness of the proposed budget.

5. Travel documentation if applicable. (See application form for details.)