Application cover page and guidelines
Summer Research Grant in Science and Mathematics

PLEASE TYPE

NAME: ____________________________________________  UPSID: __________________

EMAIL: ________________________________________  PHONE: ______________________

PROJECT TITLE: ______________________________________________________________________________________
____________________________________________________________________________________

FACULTY MENTOR: __________________________  UNITS COMPLETED AS OF DECEMBER 2017:____

MAJOR: __________________________

PROPOSED DIRECT COSTS BUDGET (attach budget form): $_______________

PROJECT SUMMARY (or attach to proposal):

Does your research involve the use of human participants?  Yes__________  No__________

If yes, please see the Student Research Involving Human Participants page to determine whether your research will require “full IRB review,” is eligible for “expedited review,” or is “exempt” from review.

• If exempt, please include a statement of exempt approval status from your departmental IRB designate as described in the Investigator Checklist.

• If requiring expedited or full board review, please include a copy of all completed and approved IRB materials, or evidence of where you are in obtaining IRB approval, with your Summer Research Award application.

• If your research will be conducted in a foreign country, your approval will require the signature of the IRB chair, regardless of its IRB review status.
Does your research involve the use of non-human vertebrate animals?  Yes_______ No ______
If yes, please complete the Student Project Animal Use Protocol Review Forms on the Institutional Animal Care and Use Committee webpage.

Please include a copy of the IACUC approval letter, or evidence of where you are in obtaining approval, with this application.

Does your research involve travel outside of the United States?  Yes________  No________
If yes, make an appointment with the Director of International Programs at 253-879-2515 to discuss your travel plans and receive instructions concerning all documents that must be completed as part of your research grant application. Please include the director’s signature below to verify the completion of all needed documentation.

- Name of country if applicable: _____________________________________________________
- The University of Puget Sound does not support travel to countries with high safety and health risks. For further details please review the Travel Abroad Policy for High Risk Areas.

As the student applicant, I agree to meet all of the responsibilities outlined in the application for research funding. I understand that failure to do so will result in holds being placed on my transcript and diploma until acceptable reports are submitted.

If selected for an award, I understand that my name, project title, and program summary submitted with the application, advisor’s name, and academic major may be released to newspapers or individuals in connection with university communications about the summer research program.

________________________________________________  ____________________________
Student signature                Date

As the project advisor, I approve the above-signed student’s application, including the proposed budget.

________________________________________________  ____________________________
Faculty Mentor Signature                Date

______________________________  ____________________________
Director of International Programs                Date
(to verify completion of documents for students traveling outside the U.S.)
Summer Science Research Award Application Guidelines

Proposal Application

Students should submit a PDF scan of the complete application package (including all required signatures) which includes the following:

1. **Cover page**

2. **Applicant statement** describing the relevancy of the student’s background for doing the proposed work, and how the research will contribute to the applicant’s educational goals. This statement should emphasize the student’s preparation, such as relevant classes taken, or research already initiated. The statement should be no longer than one page and a maximum of 150 words.

3. **Summary** (one paragraph) of the project in language appropriate for readers who are not specialists. This summary paragraph may be used in publicizing the awards.

4. **Description of the proposed project** providing sufficient background so that non-specialists can understand the nature of the question to be investigated and the approach to be used. The description must include a rationale, a research plan, and a list of pertinent references. Proposals that fare best explain and define important terms used, illustrate the background and experimental approach, and frame the proposed work in a larger context.
   a. The text of the proposal must be in 12 point, Times New Roman font. The document must have 1 inch margins all around and be written using 1.5 line spacing.
   b. The project description should include a reference list, which is not counted towards the 5 page limit. Most competitive proposals will use over 10 peer-reviewed references from books or refereed journals.
   c. Supporting material, such as illustrations and appendices, may be attached and do not count towards the 5 page limit.
   d. The proposal must be accompanied by a timeline (not counting towards the 5 page limit of the project description) that clearly outlines what aspects of the project are expected to be conducted during each of the 10-15 weeks of the summer. This is best done in a table format and should be no longer than 1-2 sentences per week.
   e. **Budget:** Some awards provide money for research budgets, and a budget plan must accompany all proposals. This allows the reviewers to assess feasibility of the project. The budget should be written on a separate sheet attached to the proposal. If the budget is over $500 (the maximum awarded for the UEC Student Research Award), indicate how the proposed work will be accomplished if not awarded a grant with a research budget. (It is helpful for the mentor to address this in the letter of support.)
   f. The strongest proposals exhibit evidence that the applicant has already done some preliminary work on the project, either in the form of extensive library research on the problem or in the form of experimental research.
   g. Because the proposal will be judged by one faculty member from within the applicant’s department and one faculty member outside the department, it is of utmost importance that the applicant use language that is both accurate and precise, yet avoids jargon and is accessible to an interested non-specialist.

5. **Letter of support** from the applicant's on-campus faculty research mentor. If the proposed research will be conducted off-campus at another institution, an additional letter of support will be required from an off-campus mentor. Mentors may submit letters of support independently.

6. **Puget Sound transcript** - An official or unofficial copy of the applicant's transcripts from UPS, as well as any additional relevant university work. The transcript and additional work should be attached to the proposal and scanned with the complete application package. A Cascade printout of grades will not suffice as a transcript. Please obtain a transcript from the Registrar's office.
7. **IRB, IACUC, and travel documentation**, if applicable. **Important information about IRB and IACUC projects:** If your project requires IRB or IACUC approval, it is your responsibility to submit your protocol in time to be reviewed and approved before the last committee meeting of the Spring semester. Stipends and supplemental funds may not be released for projects that have not secured IRB or IACUC approval before beginning the project. The approval document must be on file in the Associate Deans’ Office prior to beginning research and data collection.

8. Submit a PDF scan of the complete application package including all required signatures to biology@pugetsound.edu no later than 4:00 PM on March 7, 2018. Awards will be announced by April 12, 2018.

**Proposal Evaluations**

A minimum of two reviewers (one from the same discipline as the proposed research and a second from outside the discipline) evaluate each proposal. If the first two scores are not in agreement, a third reviewer may evaluate the proposal. Reviewers assess the quality of each proposal, the feasibility of the project, the academic background of the student researcher, and, as appropriate, the merits of the proposal in relation to the funding requested.

**Proposal Rankings**

Following review, proposals are ranked by a committee of faculty members from the sciences and mathematics. In considering the comparative merits of proposals from several disciplines, the committee will also consider how the available pool of funds can best be used to advance the greatest number of meritorious projects that are in keeping with the program’s intent. The total cost of each project will be an important consideration in weighing the relative strengths of the proposals, with greater costs requiring more persuasive justification. The university will maintain flexibility in administering grants, in recognition of the fact that equally deserving projects may present quite different structures and costs. The committee will make recommendations to the Associate Dean (acting on behalf of the Academic Vice President), who will review the recommendations, confirm appropriate funding, and make the final awards.
Summer Research Grant in Science and Mathematics
Budget Proposal – for all awards

Attach an explanation of any items that may need clarification.

Supplies (Itemized) $__________

________________________________________________________________________ $__________
________________________________________________________________________ $__________
________________________________________________________________________ $__________
________________________________________________________________________ $__________
________________________________________________________________________ $__________

Services (Itemized) $__________

________________________________________________________________________ $__________
________________________________________________________________________ $__________

Other Expenses (Itemized) $__________

________________________________________________________________________ $__________
________________________________________________________________________ $__________

Transportation $__________

Fare (air, train, etc.) $__________

Auto mileage ______ @ .545 cents per mile $__________

Lodging $__________

Meals $__________

Total Requested $__________

February 2018