

Cover Page
KRIENS FUND FOR ECONOMICS
STUDENT RESEARCH AWARD
UNIVERSITY OF PUGET SOUND
Submit to the Department of Economics

Spring Due Date: April 6, 2018

Name: _____ UPSID: _____

Email Address: _____ Phone: _____

Campus Mail Box: _____ Class Standing (or # units earned) _____

Project Title: _____

Advisor's Name: _____

Project Dates: From _____ To _____

Total Requested: \$ _____

Does your research involve the use of human participants? Yes _____ No _____

If yes, please see <http://www.pugetsound.edu/academics/academic-resources/student-research--travel-award/student-irb-information/> (*Student Research Involving Human Participants*) 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 this [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 Student 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 status.

Does your research involve traveling outside of the United States? Yes _____ No _____

- The University of Puget Sound does not support travel to countries currently on the Department of State's travel warning list and on the Centers for Disease Control's travel health warning list.

Name of country, if applicable _____

If yes, contact Deanna Kass at ext. 3207 to make an appointment with Associate Dean Lisa Ferrari to discuss your travel plans. The Associate Dean will give instructions concerning all formal documents that must be completed as part of your research grant application. **Please have the Associate Dean sign below to verify the completion of all needed documentation.**

As the project advisor, I approve this student's application, including the proposed budget.

Project Advisor's Signature

Date

Economics Department Chair's Signature

Date

Associate Dean, Lisa Ferrari (only required for research involving foreign travel)

Date

**Attach all application materials and submit to Department of Economics, McIntyre 213G or CMB 1057.
Deadline is April 6, 2018.**

Checklist for a complete application

Application Form (with all signatures) _____

Project Proposal (Maximum of 5 pages) _____

Budget _____

Letter of Support _____

IRB and /or travel documents, if applicable _____

As the student applicant, I agree to provide the required reports. I understand that failure to do so will result in cancellation of the grant.

If awarded a research grant, I **do** or **do not** (please check one of the boxes) give permission for my grant information to be listed on the University of Puget Sound Student Research Web site and to be released to newspapers or individuals in connection with University communications about student research and travel.

(Note: Neither giving nor withholding permission will affect the Selection Committee's consideration of your application).

Student Signature

Date

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 200 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. *Project Purpose and Background*. 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*. 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 may need to obtain approval from the IRB (Institutional Review Board) before carrying out your research. In this case, your application must include either a copy of your IRB approval letter or a copy of your application submitted to the IRB. Include all written materials as related to the IRB approval process such as a consent form, interview protocol or surveys if applicable, and/or debriefing form. **No grants for research involving human subjects will be awarded without this documentation.** IRB documents included in your application are not counted against the 5-page maximum length.

3. *Budget*

Please prepare a budget. This budget should include a list of all anticipated expenses, an explanation and justification for each expense, and the expected cost of each item. Be explicit on items included in the budget. For example, "mailing expenses" should include number of pieces at a specific cost; "mileage" should include number of trips and

destinations @ .555 cents per mile; “equipment” should list specific items with cost *including sales tax*; “materials” should include quantities, with cost including sales tax. Be sure to identify in the proposed budget *all* of the anticipated research expenses, even if this brings the total to more than the maximum grant that can be awarded. If you’d like the Economics Department to consider an exception to these limits, please include justification.

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. If applicable, **IRB and travel documentation.** (See application form for details.)

Submit one hard copy of your complete application materials to the Department of Economics, c/o Garrett Milam, MC 213.