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## CWU College of the Sciences Undergraduate Research Grants

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**Deadline for submission: First Friday in February at 5:00 PM.**

**Submit the completed proposal and application original with signatures and five copies to the CWU College of the Sciences Dean's Office, Bouillon 203, MS-7519.**

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**Purpose:** To facilitate undergraduate research in the College of the Sciences (COTS). Faculty mentors may sponsor up to three student proposals per year. Students may submit one proposal per year.

**Eligibility:** The grant is available to CWU undergraduate students majoring in a COTS department or program. The student must be the primary author of the proposal with editorial comments made by the faculty mentor. The student also must demonstrate intent to present the findings at SOURCE. Recipients are expected to either be registered for college research credit or be paid as a student employee on their faculty mentor's research grant. Grant recipients are required to submit a final report to the COTS Dean's office upon completion of the project. This report must include a summary of the methodology used and the results generated on the project. An abstract of the SOURCE presentation is acceptable as a final report. Publications or presentations resulting from this grant should acknowledge the CWU College of the Sciences Undergraduate Research Grant (COTS-URG) for partial or full funding. Students may apply for both a CWU Office of Undergraduate Research grant and a COTS undergraduate research grant. Students who apply for both grants must clarify in the budget form and budget justification the division of expenses between grants; there should be no duplication of funds.

**Grant Amount:** The maximum award will be \$500 for expenses that are essential to conduct the proposed research project. Accepted expenses include equipment, supplies, project-related travel (e.g., to a field site), printing, software and other justified costs. All materials, including books and software, purchased with grant funds remain the property of CWU. If funds are requested to purchase equipment, books, computer software, etc., demonstrate in the body of the proposal how these materials will be used in and are related to the student's project.

### **Selection Criteria:**

Provide evidence for the following:

- 1) feasibility of successful completion of the research project within the provided timeframe (include a timeframe)
- 2) likelihood the researcher will learn and utilize appropriate research techniques and methodology. If the student is already trained to carry out the project, indicate that; otherwise, describe the form of mentoring that will be needed and/or will occur to complete the project
- 3) relevance of the research to the discipline in which the project is undertaken
- 4) probability of the proposed project resulting in a publication and/or conference presentation (in addition to SOURCE)
- 5) if the student's project is part of a larger body of work conducted by the faculty mentor, the contribution the student's project makes to that broader work

- 6) documented approval of animal/human subjects protocol acceptance, if applicable
- 7) support from a faculty mentor including a letter that addresses the research project, budget justification, and student 's qualifications for carrying out the proposed research.

**The Proposal and Application** must contain the following elements or it will not be reviewed:

- 1) CWU College of the Sciences Undergraduate Research Grant Cover Sheet
- 2) Completed Abstract Form
- 3) Project Description including
  - A) Title of Project,
  - B) Goals and Objectives (include a clear statement of the hypotheses being tested or the research problem being explored),
  - C) Background and Significance,
  - D) Research Design and Methods,
  - E) Dissemination Plan, and
  - F) Literature Cited (this must include peer-reviewed sources)
- 4) Completed Budget Form (2 pages):
  - A) Budget Detail
  - B) Budget Justification
- 5) Animal/Human Subjects Clearance (if applicable). For information on animal use in research go to the Office of Graduate Studies and Research Forms and Guidelines web page, <http://www.cwu.edu/~masters/forms/formsGraduate.html> and consult the *Animal Care and Use Clearance Guidelines* link. For information on the Human Subjects Review Program consult their web page and forms at <http://www.cwu.edu/~hsrc/>. Use of human subjects in research requires early planning. Do not hesitate to call Cindy Johnson or Ruth Ann Stacy at 963-3115, if you have questions regarding human subjects.
- 6) Endorsement of the student by the faculty mentor. Attach a letter that addresses the student's academic training and potential, the research project, form of mentoring that will occur, and the appropriateness of the budget requests.

While preparing the proposal, the student should keep in mind that the reviewers are scientists drawn from diverse fields who may be unfamiliar with specific procedures or theoretical orientations in the student's field.

**CWU College of the Sciences Undergraduate Research Grant - Cover Sheet**

An electronic version of this application is available within the College of the Sciences Web Site on the Student Opportunities page, <http://www.cwu.edu/~cots/docs/index.html#student>.

|   |  |
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| <b>Title of Project:</b>                      |  |
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| <b>Funds requested (not to exceed \$500):</b> |  |

**I assume responsibility for the project outlined below:**

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**Signature of Undergraduate Researcher\*:**

**Typed name:**

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|-----------------------|----------------------------|
| <b>Department:</b>    | <b>Date of submission:</b> |
|                       |                            |
| <b>Email address:</b> | <b>Phone:</b>              |
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**Signature of Faculty Mentor\*:**

**Typed name:**

Animal subjects clearance: \_\_\_\_\_ (attach letter or send to COTS Dean)

Human subjects clearance: \_\_\_\_\_ (attach letter or send to COTS Dean)

**\*Signatures required.**

**CWU College of the Sciences Undergraduate Research Grant - Abstract Form**

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|--|--|---------------------|--|
| <b>1) Duration of project: Beginning Date:</b> |  | <b>Ending Date:</b> |  |
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(12 months maximum)

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| <b>2) Abstract (not to exceed 150 words):</b> |
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**3) Project Description:** Do not exceed 3 typed pages, double-spaced, 12 point-font

- Include:
- A) Title of Project
  - B) Goals and Objectives (include a clear statement of the hypotheses being tested or the research problem being explored)
  - C) Background and Significance
  - D) Research Design and Methods (include a timeframe for completion of the project)
  - E) Dissemination Plan
  - F) Literature Cited (include fully-cited, peer-reviewed sources)



|                      |  |
|----------------------|--|
| <b>Project Title</b> |  |
|----------------------|--|

**CWU College of the Sciences Undergraduate Research Grant- Budget Form Pg 2.**

**Budget Justification: Justify expenses in terms of how materials relate to the student project, why they are needed, the source of price quote or information, why that amount is requested, etc.**

**Supplies and Materials**

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**Equipment**

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**Project-related travel**

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**Other**

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