

MASTER'S RESEARCH OR CREATIVE ACTIVITY FELLOWSHIP

Application Instructions

From the Faculty Development & Research Committee (revised August 2007)

COPIES: Submit a signed original and 12 copies of the entire following application, including the cover page (signature page). This instruction page need not be included in the application.

DEADLINE: To be considered, all materials must arrive at the Office of Graduate Studies and Research before the deadline. The deadlines are 5:00 PM on November 15 and April 15 (or next business day if weekend or holiday).

REVIEW: Applications will be reviewed by the Faculty Development & Research Committee (FDRC), which is composed of two faculty members from each of the four colleges and one faculty member from the library. Thus, your proposal should be written for an intelligent audience outside your specific discipline and you should keep discipline specific technological language use to a minimum. When such language is needed for purposes of brevity, its first use should include a brief definition of its meaning. Evaluation of applications will take into account four criteria: 1) abstract/summary (5 points), 2) scholarly significance (20 points), 3) action plan/methods (20 points), and 4) budget justification (5 points). Applications that do not adhere to the stated format requirements (see below) will not be considered. ***NB: Attachments other than those requested are not allowable and will result in disqualification.***

COVER PAGE: The following cover page must be complete with all signatures before submission, including approval by your thesis chair. It is a courtesy to submit your application to your Graduate Committee Chair for signature a week before the deadline.

PROJECT DESCRIPTION: After the Cover Page, attach a typed description of your project using double spacing and 12 point font. This attachment must be no longer than 5 pages (1" margins), including references and budget, which may be single spaced. Organize the project description using the following headings:

- (1) Abstract/Summary of Project— do not exceed 150 words
- (2) Scholarly Significance— objectives and expected significance of the project; relation to present state of knowledge in the field, and to related work by others
- (3) Action Plan/Methods— outline of the general plan of work including the methodology, experimental methods or procedures to be followed
- (4) Budget Justification— explanation of supplies, equipment, travel costs, etc., in light of your project needs. Include a budget table, such as that provided on the page following the Cover Page below. **If your budget includes travel expenses you must submit a signed Travel Authorization with your application.**
- (5) References Cited— relevant literature must be cited and listed in a reference section at the end.
- (6) Letter of Support from Faculty Advisor

Please note: *Applicants who are applying for both the Spring Master's Research Fellowship and the Graduate Student Summer Research Fellowship will need to clarify how they are tied together.*

If the applicant has received a prior fellowship from the FDRC for which a final report was required, a copy of the final report should be submitted with the application.



CENTRAL WASHINGTON UNIVERSITY

File # _____
(graduate office use only)

Master's Research or Creative Activity Fellowship Application

Application for Central Washington University Research Funds
from the Faculty Development & Research Committee (form revised May 2007)

(Submit signed original and 12 copies of entire application, including this cover sheet)

Title or Brief Description of Study: _____

Funds Requested from FDRC (not to exceed \$700): \$ _____

Duration of Project: Beginning Date _____ Ending Date _____
(18 months maximum)

My Graduate Committee and Option Approval form is on file at the Graduate Studies Office Yes / No

I have received prior FDRC funding Yes / No If yes, what and when _____

I approve, and assume responsibility for, the project activities outlined below. I have read and understand the current, pertinent guidelines.

Signature of Graduate Student: _____

Typed Name of Graduate Student: _____

Date of Submission: _____ Phone: _____

Department: _____

Graduate Committee Chair Approval: _____ Date: _____
Signature

Typed Name of Graduate Committee Chair: _____

Faculty Comments: _____

BUDGET TABLE EXAMPLE (modify as needed)

	<u>Amount Requested</u>	<u>Other Sources</u>	<u>Total</u>
1. Travel and Per Diem (Detail— use current approved rates)			
2. Goods and Services (List supplies, materials, etc.)			
3. Other			
TOTALS			