OUR Grants Application Guidelines for Students

Office of University Student Research (OUR)

Write your grant proposal

Successful grant proposals will demonstrate gains for both students and faculty members, with a defined role for each. Faculty and students are encouraged to work closely together on the application, and students should receive mentoring on proposal writing as part of the process.

The main component of the application will be your grant proposal. This should be <u>no more than 3 pages (double-spaced) in length</u> and should include <u>the following items.</u>

Items in your grant proposal
1. Project Title and names of all students and mentors involved
2. Abstract or creative artistic statement of the presentation <u>or</u> of the setting/context in which you will conduct your research/studies (250 words max)
3. Project description that addresses the following questions:
   a. What is the nature of and what will the students and faculty gain from this collaboration?
   b. How will the student be engaged with the project?
   c. How will the work be disseminated?
   d. What are your anticipated findings?
   e. What modes of inquiry will you employ?
   f. What is the project's central question?
   g. What is the nature of your research?

You will also be asked to submit these additional items as part of your application (Please check the application materials for a grant you wish to apply for):
- Curriculum vitae (CV) for each participant (including faculty mentor)
- Menter letter of support
- Detailed line-item budget with budget justification (You must use OUR budget template that you can download it from the OUR web).
- Approval from Human Subjects Review Council (HSRC) and/or Institutional Animal Care of Use Committee (IACUC) if applicable (You can apply for OUR grants even if you are still in the process of HSRC or IACUC certificates. However, you MUST have these certificates when you interact with humans or animals).
- Completed standard operating procedure (SOP) if applicable.

Prepare your budget and budget justification

A well-considered budget is a very important part of your proposal. Please show real, total costs in your budget. Although the amount of funding you can receive from the OUR is limited, the budget should accurately reflect all your expenses.

- We have a budget template for you. You can download the template from OUR webpage. **You must use the template for your application.** You can also find two examples of budget and budget justifications on the website.

Your budget should include:
- An itemized list of supplied and/or analyses
- If you are traveling to conduct research, include travel as needed
- Other sources of funding received and/or requested

Your budget justification helps us interpret your budget. It describes why you need what you have asked for and how you calculated the costs. The budget justification should be written in paragraph or bullet list form, or a combination of the two, and include:
- The purpose of the itemized expenses should be explained and prioritized if you are not fully funded.
- If you are purchasing equipment, describe where it will reside once your work is complete (equipment purchased with grant funds belongs to the university, not to the grant recipient).
- For all expenses, provide the basis for the cost estimated (online catalog links are fine, vendor quote, etc.)
- If your expenses total more than the amount you are requesting from the OUR, describe how you plan to cover those additional expenses.
- If you have applied for other funding, describe what you have applied for and when you expect to hear about your funding status.

Ask for help!

- Office of University Student Research (OUR) has office hours. Please come to Barge Hall #305 for any questions or consultations. You can also make an appointment for a virtual meeting (Microsoft Team) during the office hours. Please give us a few time slots you will be available during the office hours (our@cwu.edu). We will send you a Team meeting invitation via email.

Budget Template (Available in Word format)

1Detailed line-item budget

Item	Price each	Quantity	Total Cost	Amount requested
Total				

Alternative Funding Received/Requested	Deadline	Amount requested	Amount received
Total funding			

Budget Justifications

Budget Examples

Detailed line-item budget

Item	Price each	Quantity	Total Cost	Amount requested
Conference registration (1 person)	$380	1	$380	$380
Accommodation (4 nights)	$180	4	$720	$320
Bus (roundtrip)	$26	2	$52	$0
Lyft (to and from)	$10	6	$60	$0
Leadership workshops at the conference (2 workshops)	$55	2	$110	$0
Strategic planning workshop at the conference (1 workshop)	$55	1	$55	$0
Total			$1377	$700

Alternative Funding Received/Requested	Deadline	Amount requested	Amount received
None			
Total funding			

Budget Justifications

1. Conference registration – This is the required cost to attend this conference. While I will pay $52 bus fee (roundtrip) and $60 lyft fee, I will need to fund the conference fee for my presentation.

2. Accommodation (4 Nights at the conference hotel) – for the duration of the conference, the students will need a place to stay. This is the recommended conference hotel with each night being $180 before tax. This is the significant bulk of the cost for the trip aside from registration that students would have to cover.

3. Leadership workshops and strategic planning workshop ($55/workshop. Total of $165)– I will be attending these workshops focused on working with and becoming familiar with leadership and strategic planning. Not only do these directly benefit my continued work on the project as the dedicated business scholar but these also provide learning experiences not available at CWU that are fundamental to my future career interests and education.

Budget

Research Supplies

Item	Price each	Quantity	Total cost	Amount requested
SEA to BKK (Bangkok) - Round Trip	$2,000	4	$8,000	$3,000
BKK to CEI (Chiang Rai) - Round Trip	$100	4	$400	$0
Bangkok to Chon Buri shuttle	$25	4	$100	$0
Chon Buri to Bangkok shuttle	$25	4	$100	$0
12 nights in Chiang Rai, Chon Buri, and Bangkok	$540	4	$2,160	$0
12 days of breakfast, lunch, and dinner	$560	4	$2,240	$0
		Total	**$13,000**	**$3,000**

Alternative Funding Received/Requested	Deadline	Amount requested	Amount received
ICA Funding	Oct 27th	$2,000	TBD
Sponsor from Family	N/A	$100	$100
Total funding		**$2,100**	**$100**

Budget Justifications

The most important item in the list above is the money for the round-trip plane tickets from Seattle to Bangkok. International travel is the costliest item which really doesn't allow us to front the cost on our own. Travel within Thailand will not be as much of an issue. The second most important item are the funds for lodging in Thailand. This is because we need to have a place to stay for the duration of our trip.

The funds for food will also be important so we can feed ourselves over the duration of the trip. Without this money we might be able to fund this ourselves however, it would be wonderful to receive money for these expenses. Next, money for the plane tickets to Chiang Rai are needed so we can travel to perform and participate in a workshop with students. Finally, we need to use shuttle transportation so we can travel to gigs and rehearsals around the country that don't require flight.