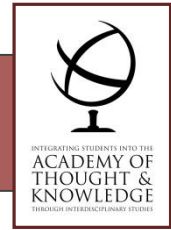


Schreiner University Undergraduate Scholars Writing the Research Grant Proposal



To increase the likelihood of writing a successful grant proposal, please use the following guidelines.

STUDENT GUIDELINES for completing SECTION 1 of the “Research Grant Proposal”

□ PROJECT DESCRIPTION

This paragraph should clearly mention the following: (1) state the **objectives** of the research / creative project, (2) describe the **methods** used, (3) discuss the **intellectual merit** of the work being presented, and (4) identify the expected **outcomes** (i.e., publication, performance, exhibition, poster session, or conference presentation). The paragraph should be clear, concise, and appropriate for interdisciplinary faculty review (i.e., technical terms that may be unfamiliar to Committee members from other disciplines should either be minimized or explained in layman’s terms).

Suggestion: Be sure that your project description describes (1) what was done, (2) how it was done, (3) why it matters, and (4) how the results will be publicized.

If available, please *also* include any formally accepted summary / abstract of the research that you will present.

□ TIMELINE AND VENUE

This section should identify: (1) dates for the conference and your travel, (2) the destination city and state for this event, and (3) the organization hosting the conference.

□ BUDGET NARRATIVE

You will need to submit a **Budget Spreadsheet** along with your Research Grant Application (separate form posted on the Undergraduate Research website), which includes a tabulation of anticipated versus actual expenses. The **Budget Narrative** section provides a clear justification for each item listed on the Budget spreadsheet, i.e., each listed item should correspond to an item in the Budget Spreadsheet. Common elements in this narrative include where you will stay, cost per night, number of nights, type of transportation, parking fees, which meals will be funded each day of your trip, poster printing costs, membership fees, and conference registration. The budget narrative section is especially about **how** you arrived at your cost estimates.

Make sure that this section is consistent with your Budget Spreadsheet before you submit both documents for review.

On the Budget Spreadsheet, you will need to include: a brief description quantity, unit cost, and subtotal cost. The “Total” should reflect the overall cost of the travel and presentation.

On this spreadsheet, you may also list funding from other sources (do not include personal funds)

FACULTY SPONSOR GUIDELINES for completing SECTION 2 of the “Research Grant Proposal”

To support your student’s grant proposal and to increase the likelihood of its success, please write a project recommendation statement (1-2 paragraphs) addressing the following areas:

- Student’s or students’ readiness for the project
- Verification of student’s or students’ academic “good standing”
- Probability of completion within the proposed timeframe
- Budget accuracy
- Expected outcomes (e.g., publication, performance, poster session, conference presentation)
- Description of faculty involvement with the project

Upon completion of Section 2, the Principle Student Investigator must submit the grant proposal to the chair of the Undergraduate Research Committee, Dr. Chris Distel (cadistel@schreiner.edu).