Jesse B. Guttman Student Research Grant Program

Request for Proposal

Program Overview – 2014-2015
• Proposals are being accepted for the Jesse B. Guttman Student Research Grant Program.
• Research projects from all academic disciplines are encouraged.
• Students must conduct their research with the guidance of a full-time Cal U faculty mentor/sponsor.
• Research must be within the area of expertise of the faculty mentor/sponsor.

Eligibility
In order to be eligible for the Jesse B. Guttman Student Research Grant, applicants must be:
• An undergraduate or graduate student currently enrolled in a degree program at Cal U; and,
• At least a sophomore (60+ earned credits); and
• Performing research with the guidance of a full-time Cal U faculty mentor with expertise in the area of the proposed research.

Important Dates
Request for Proposal Released.................................................................April 15, 2014
Proposal Deadline .................................................................................3:00 PM October 1, 2014
Notice of Grant Award ...........................................................................October 15, 2014
Research Completion Deadline ............................................................April 2015¹ or November 2015²
Final Presentation Deadline (Spring Semester) ......................................Academic Excellence Day, April 2015
Final Presentation Deadline (Fall Semester) ........................................Student Scholarship & Creativity, November 2015

¹ Academic Excellence Days, April 2015 ² Student Scholarship & Creativity, November 2015
Note: Students in their final year of coursework at Cal U must present prior to graduation.

General Stipulations
• The grant award limit is $1,000. Proposals may be funded fully, funded partially or not funded.

• Each grant proposal may have only one student author and a student may not submit more than one grant proposal per academic year.

• A faculty member may only mentor/sponsor one student research grant proposal per academic year.

• Student researchers are required to present results at Academic Excellence Day in April or the Student Scholarship & Creativity Poster Event in November. Students must present prior to graduation.

• Research projects involving human subjects must have Institutional Review Board approval before the project begins and any funds are allocated.

• All materials or equipment purchased with grant funds will become property of the faculty mentor/sponsor’s department.

• Application for funds to support on-going research (research that has been approved and funded in the prior academic year’s funding cycle) may be submitted for consideration.

• Researchers may be asked to discuss their research with members of the Guttman family.
Review Process/Criteria

Proposals will be reviewed by a committee of representatives from Cal U faculty and staff.

Proposals will be reviewed using the following criteria:
1. Quality of the project plan
2. Clarity of the project plan
3. Outcomes assessment
4. Feasibility of successful completion
5. Reasonableness of the budget

The rubric below (maximum 30 possible points) will guide proposal review; evaluation will use the following scale:

<table>
<thead>
<tr>
<th>Scale and Criteria</th>
<th>0 … 2</th>
<th>3 … 4</th>
<th>5 … 6</th>
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<tr>
<td>Quality of the project plan</td>
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<td>Possible Points: 0 to 6</td>
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<td>The merit of the proposed research is not clearly established nor is the methods and materials included.</td>
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<td>The merit of the proposed research is deficient and methods and materials are incomplete.</td>
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<td>The merit of the proposed research is clearly established and methods and materials are clearly explained.</td>
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<td>Clarity of the project plan</td>
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<td>Possible Points: 0 to 6</td>
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<td>The project plan is not thoroughly and clearly described.</td>
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<td>The project plan is deficient.</td>
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<td>The project plan is thorough and clearly described.</td>
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<td>Outcomes assessment</td>
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<td>Possible Points: 0 to 6</td>
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<td>The evaluation of the research is not efficient or effective or not included.</td>
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<td>Timeline is not aligned with project plan and unrealistic.</td>
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<td>Timeline aligns with project plan but appears to be ambitious.</td>
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<td>Timeline aligns with project plan and appears to be achievable.</td>
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<td>Reasonableness of the budget</td>
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<td>Possible Points: 0 to 6</td>
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<td>Budget is unreasonable, not justified and not aligned with project plan.</td>
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<td>Budget is semi-reasonable, semi-justified and semi-aligned with project plan.</td>
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<td>Budget is reasonable, justified and aligned with project plan.</td>
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Application Package
To ensure clarity, consistency, and comparability please carefully observe the following instructions regarding format and content guidelines.

Format Guidelines
1. Grant proposals must not exceed four (4) double spaced pages (12 pt font size) with standard margins (1 inch margins – top, bottom, left, right)
2. The following items do not count in the four (4) page proposal maximum:
   - Jesse B. Guttman Student Research Grant Application Cover Sheet (form)
   - Jesse B. Guttman Student Research Grant Budget Summary Sheet (form)
   - Budget Justification
   - Letter of Support from faculty mentor/sponsor
   - Student Resume/Curriculum Vitae (2 page maximum)
3. All components of the proposal must be typed. Please do not submit handwritten documents.
4. Examine your proposal carefully for typos and grammatical errors.
5. Check and recheck your addition on the budget summary page.
6. Obtain the signatures of your faculty mentor/sponsor.
7. Proposals submitted after the deadline will not be considered for funding.

Content Guidelines
1. JBG Grant Application Cover Page – Complete page 1 of the forms. Be sure to sign the form and obtain the signature of your faculty mentor/sponsor.
2. Project Plan – The narrative of the project plan (4 page maximum) should be concise but include sufficient information to permit thorough review of the proposed research. Language should be non-technical in nature. Be specific and informative; avoid redundancy. All narratives should include the following sections:
   - Introduction
     - The introduction should contain sufficient background information to help the reviewers understand the significance of the proposed research project.
     - Current literature relevant to the proposed research should be briefly summarized. Sources from the current professional literature/research base must be included in the literature review. (See References on Page 5)
     - The objective of the research should be stated in question and/or hypothesis form.
   - Methods and Materials
     - Describe the design of your project and procedures to be used or activities to be engaged to accomplish your research. If appropriate, include the means by which data will be collected, analyzed, and interpreted; state the type of statistical tests, if any, that will be used.
     - Describe, in paragraph form, the materials that are required for the research project.
     - Provide a tentative sequence or timeline for work (a chart or table is recommended).
     - For clarity, consider dividing your project description into sub-sections.
   - References
     - Properly cite all current professional literature referenced in the proposal.
     - Literature review must contain a minimum of two journal articles relevant to the project.
Budget Instructions

1. JBG Grant Budget Summary Page – Complete page 2 of the forms. All amounts should be rounded to the nearest dollar. Be sure to check and recheck your addition.

2. The project budget must include all anticipated expenses associated with the research. Applicants are expected to exercise prudence and request funds only for essential costs that cannot be covered otherwise.

Allowable Costs

- Costs for consumable supplies, specialized services, specialized instruments and/or durable equipment that are not available in the sponsoring academic department are allowable. The need for the purchase of specialized instruments and/or durable equipment must be addressed by the faculty mentor/sponsor in their letter of support.

- Costs for travel incurred by the student as part of the research is allowable. Such costs may include transportation to field sites, libraries or museums, lodging and meals. Travel costs associated with presenting the results of the project may be allowable. The need for travel and associated costs must be addressed by the faculty mentor/sponsor in their letter of support. Travel costs should be based on the PASSHE Travel Expense Regulations available at: http://www.passhe.edu/inside/anf/accounting/Pages/Employee%20Travel%20Expense%20Reimbursement%20Rates.aspx

Unallowable Costs

- Funds cannot be used to pay salaries, stipends or consulting fees.

- Funds cannot be used to purchase supplies or materials that can reasonably be expected to be available in sponsoring academic department.

- Funds cannot be used for travel to attend professional meetings (unless the purpose is to present results of the project).

3. Provide detailed justification of each anticipated expense associated with the research. Be clear and concise and describe how you arrived at the costs. Use additional sheets if necessary for your budget justification.

Sample Justification

Travel (Total = $344)

Student trip to Erie, PA for field sampling
Roundtrip: 330 mi * $0.51/mi = $168

Tolls 2*$1=$2

Lodging: 1 night *$82/night = $82

Meals & Expenses: 2 days * $46/day = $92

Required Attachments

1. Student resume/curriculum vitae

2. Letter of support from JBG faculty mentor/sponsor. The letter should explain how the student project aligns with the area of expertise of the faculty member.

Submission

Submit proposal and required attachments in the form of a Word document to powers_s@calu.edu. Deliver the original signed Application Cover Sheet to the School of Graduate Studies and Research, Box 91, 202B Eberly Hall. Applications must be received by 3:00 pm on Tuesday, October 1, 2014.