

Jesse B. Guttman Student Research Grant

The Jesse B. Guttman (JBG) Research Endowment at the California University of PA (Cal U) Foundation, is accepting proposals for the 2008/2009 Student Research Grant Program. The Endowment has \$2,900 to fund these student projects. Students may request, as part of their proposal up to \$2,900, but it is likely that multiple proposals will be funded within that \$2,900 limit.

The application must include a cover letter and detailed research proposal, **both of which are to be** written by the student who is requesting funding, and a supporting letter from the student's Cal U **project** faculty mentor. **The research proposal should follow the prescribed format and should also include a completed JBG Cover Sheet and a completed JBG Budget Form.** To be eligible for funding, the proposed research must be performed in collaboration with a faculty mentor who is a full-time faculty member at Cal U.

The research project must be within the area of expertise of the faculty mentor/sponsor. A faculty member may sponsor only one JBG research grant proposal per academic year. In addition, each proposal may have only one student author.

A complete application packet (hard copy) must be received by the Office of Graduate Studies (Dixon 315). by 4:00 PM on September 30, 2008.

Guidelines & Instructions for the JBG Student Research Grant Application

A. Applicant Eligibility Requirements

1. Any undergraduate or graduate student currently enrolled in a degree program at Cal U is eligible, provided that the applicant:
 - a. is in good academic standing, according to the requirements stated in the graduate/undergraduate catalog of the student's institution.
 - b. is at least a sophomore (60 + credits)
 - c. performs his or her research in collaboration with a faculty mentor who is a full-time faculty member at Cal U. The research project must be within the area of expertise of the faculty mentor/sponsor, and this must be addressed in the letter of support from the faculty mentor/sponsor. **In addition, the faculty sponsor must sign the cover sheet indicating that he or she has read (and approves) the proposal.**

B. Project Expenditures

1. Allowable Research Expenditures:

- a. Funds may be used to defray the cost of consumable supplies, specialized services and/or durable equipment that is not available in the student's academic department. The need for the purchase of durable equipment must be addressed by the faculty mentor/sponsor in his/her letter of support.
- b. Funds may be used for the purchase of specialized apparatus and/or equipment not generally available in existing facilities. The need for the purchase of specialized apparatus and/or equipment not available in the student's academic department must be addressed by the faculty mentor/sponsor in his/her letter of support.
- c. Travel costs incurred as part of the research are eligible for funding. Such costs may include transportation to field stations, libraries or museums, lodging, and meals. Travel associated with presenting the results of this project may be eligible. The need for travel and associated expenses must be addressed by the faculty mentor/sponsor in his/her letter of support.

2. Ineligible Expenditures:

- a. Grant monies cannot be used to purchase supplies or materials that can reasonably be expected to be available in sponsoring academic department.
- b. Travel expenses associated with attending professional meetings are not eligible for funding under this grant (*unless for the purpose of presenting results of this project see 1.c above*).
- c. Grant monies cannot be used to pay salaries, stipends, or consulting fees.

C. Additional Requirements and Information

1. There is a total of \$2,900 available for Guttman funding in this round. While students may apply for up to \$2,900, it is expected that several proposals will be funded for a total of \$2,000. The committee may elect to fully fund, to partially fund, or not to fund a proposal.
2. Student grant recipients shall be limited to one research award per academic year.
3. A faculty member may sponsor only one research grant proposal per academic year.
4. Each proposal may have only one student author.
5. An acceptable budget must be submitted to the Graduate Dean prior to conducting the experiments/research for which funding is being sought.
6. Grant-funded research should be completed by April 1, 2009. A final report **must** be submitted by April 24, 2009.

7. Reapplication for funds for on-going research (research that has been approved and funded in a prior academic year) may be submitted.
8. Proposals will be assessed on the basis of merit, the quality of the plan and outcome assessment, and the feasibility of successfully completing the proposed project. The quality and clarity of the proposal (i.e. how well the proposal was written and how well the guidelines were addressed) will also be considered when proposals are reviewed.
9. Late proposals will not be considered for funding.
10. All materials or equipment purchased will become the property of the sponsoring department.
11. Projects involving human subjects, must have Institutional Review Board approval **before the project begins and any funds are allocated.**
12. Students whose proposals are funded are required to submit a report describing the results of their research by **April 24, 2009**. The requirements for the report will be addressed in the award letter to be sent to successful applicants. Failure to submit a report will make the grant recipient ineligible to submit a JBG student grant proposal in the future. In addition, failure to submit a grant report will disqualify the faculty sponsor from sponsoring a JBG student grant proposal in the next cycle of funding.

D. Preparation of the grant application and proposal:

1. Completed JBG Grant Application cover sheet with required signatures.
2. Research Proposal Guidelines:
 - a. Introduction
 1. The introduction should contain sufficient background information to help the reviewers understand the significance of the project.
 2. Literature relevant to the proposed research should be briefly reviewed. Sources from the current professional literature/research base must be included in literature review.
 3. **The objective of the research should be stated in question and/or hypothesis form.**
 - b. Materials and methods
 1. This section should begin with a paragraph and not just a listing.
 2. The methods must be described in sufficient detail that the reader can follow the procedure and determine that it has been thoughtfully designed. The statistical tests, if any, to be used in data analysis should be stated, when appropriate.

3. A time-line for completing the grant-funded research.

c. References

1. This section must contain a minimum of two journal articles relevant to the project.

d. JBG Budget page

1. The JBG budget page should be completed and submitted.
2. The source used to determine the cost of each item must be clearly listed.
3. Additional sources of funding for the project, if any, should be listed.

4. The budget justification section must be completed.

2. Student's resume/*Curriculum Vitae* prepared in standard format.
3. Letter of support from JBG project faculty mentor. The letter should also make it clear how the student project is in the area of expertise of the faculty mentor.
4. Proposal narrative excluding budget , budget justification and letter of support, must not exceed four (4) double spaced (12 font size) pages with standard margins (1.5” on the right, 1” on left, top and bottom).

JBG Student Research Grant Application Cover Sheet

Title of Project:

Date:

Total JBG Grant Request: \$

Name of Student:

Department/Major:

Mailing Address:

Student E-mail Address(campus):

JBG Project Faculty Mentor:

Mailing Address:

Faculty Mentor E-mail Address(campus):

Area of expertise of JBG project Faculty Mentor as it relates to project:

Signature of Student Applicant:

Date:

**Signature of Faculty Mentor verifying
he/she has read the proposal:**

Date:

JBG Student Research Grant Budget Summary Page

Round off all numbers to the nearest dollar, and list only whole dollar amounts.

Budget Category	Total
Supplies	
Travel	
Other	
Grand Total	

On this Budget Summary Page, list totals by Category. In the Budget Justification, list specific needs and justify those needs.

Budget Justification

Provide a justification for each item for which JBG grant funding is sought. (Use an additional sheet if necessary.):

Checklist for Preparing the JBG Student Research Grant Application

One copy of the entire application must be submitted

***The application packet must contain each of the items listed below:**

_____ Completed JBG cover sheet

_____ Research proposal written by the student who is requesting funding.

The proposal must have the following sections:

_____ Introduction

_____ Materials and methods

_____ References

_____ Completed JBG budget page

_____ Institutional Review Board Status for projects with Human Subjects (if necessary).

_____ The student's resume/c.v. prepared in standard format.

_____ Letter of support from JBG project faculty mentor. The letter should also make it clear how the student project is in the area of expertise of the faculty mentor. The faculty mentor/sponsor must also address the purchase of essential equipment and the need to travel to off-campus locations.

_____ Completed JBG Checklist

Applications must be received by September 30, 2008 no later than 4:00 PM.

Send one hard copy of application packet to:

**Karlene Petrisek, Administrative Assistant
Office of Graduate Studies and Research
315 Dixon Hall**