

Fisher FCSM Undergraduate Research Grant Proposal Instructions Academic Year 2009 - 2010

1. **The proposal** must state the purpose of the research and describe the project clearly. Please write for an intelligent, interdisciplinary audience, **not** one composed of experts in your field. The proposal should not exceed five pages in length, including the bibliography. It should be prepared in Microsoft Word and should be double-spaced, have one-inch margins, and be printed in Times New Roman, 12 pt. It should consist of the following components. Except for the title, at the beginning of the other six sections type the corresponding heading in bold face.

- **Title:** Include title of project, student researcher's name (or names if a group project) and department, and faculty mentor's name and department.
- **Project Summary:** The scope of the project should be described in 200 words or less. The Project Summary should state the objectives of the project, the methods to be used, and the "intellectual merit" of the work being proposed.
- **Introduction:** This section should state the problem concisely, provide background information, explain the goal of the research, discuss the significance of the research, and predict outcomes. Key literature references should be included.
- **Methods:** This section should describe the experimental approach to be taken, as well as the methodology and equipment needed. It should reflect familiarity with the literature in the field and provide a justification for the materials requested in the budget. Key literature references should be included. If two or more people are going to be working on the project, please clearly state the role of each person.
- **Budget:** Use a table format to list your itemized budget, include description of items, quantity, unit costs and subtotal cost, and the total cost of your project. **If your budget exceeds \$500, explain how you plan to obtain the remainder of the requested funding.** Applicants are urged to check carefully the inventories of the departments before requesting equipment that might already be available. Also include a brief justification of why each item is needed. **Money may be spent on approved items only, as determined when the grant is awarded.**
- **Project Time Line:** Use a table format for this section. Indicate the period of the proposed work, noting proposed landmarks throughout the period including when the project will be completed and when your final report will be submitted to the committee.
- **Bibliography:** This section will contain the citations for each of the key literature references included in the Introduction and Methods sections. It is suggested that you use the APA format when listing your references. The following Web site has information on this format: http://cooklibrary.towson.edu/infotutor/citing/apa_style_files/frame.htm

2. **Use of Research Funds:** Research funds may be used for supplies, books, software, and equipment. They may also be used to support travel to and from a research site. Funds may not be used for stipends or reimbursement for services. *Budget requests of up to \$500.00 will be considered.* However, a higher budget request will be considered in unusual cases for which the need is thoroughly documented. Any equipment purchased with these grant monies will remain the property of Towson University.

An important aspect of the professional life of a scientist is the presentation of results in a professional arena. In recognition of this, funds may be sought from the FCSM Undergraduate Research Committee to attend a professional meeting at which the student will present an oral seminar or a research poster. A separate Travel Grant Application is available to apply for these travel funds.

3. **Continuing Projects:** If the project you are proposing is a continuation of a project that is currently being or has been funded by the FCSM Undergraduate Research Committee, the proposal must include the following:

- a clear statement of the results of previous funding
- a clear statement of the relationship of the work being proposed to the work previously done.

4. **Committee Timeline:** The Committee will meet to discuss the grant proposals approximately one week after the deadline. The applicants will be informed of the decisions of the Committee within the following week.

5. **Project Timeline:** Below are the application and final report dates for the different research periods. As these projects will be funded from FY 2010 funds, all money awarded must be spent by June 30, 2010.

Research Period	Application Date	Final Report
Fall Semester	September 23, 2009	December 18, 2009
Fall Plus Spring	September 23, 2009	May 23, 2010
Spring Semester	February 12, 2010	May 23, 2010
Spring Plus Summer	February 12, 2010	August 23, 2010

6. **Student Eligibility:** Students must be sophomores, juniors, or seniors in The Jess and Mildred Fisher College of Science and Mathematics. There is no absolute GPA requirement; however students' academic records will be one of the considerations in the evaluation process.

7. **Group Projects:** To be eligible for funding, a group proposal must satisfy one of the two following requirements:

- The proposal demonstrates that each member of the group is responsible for one unique facet of a larger multi-dimensional research project.
- The proposal clearly demonstrates that each member of the group will contribute equally to the project.

8. **Final Report:** Style sheet instructions for submitting the Final Report may be found on the website at http://www.towson.edu/fcsm/undergraduate_research/Style_Sheet_for_Final_Report.pdf

9. **Faculty Mentor Eligibility:** Faculty mentors may be full-time or adjunct faculty of Towson University. Research supervisors may represent agencies other than Towson University. However, a TU faculty member should monitor the research experience and be responsible for assigning a grade, in the case of students enrolled in independent studies. In the case of non-TU research supervisors, equipment and residual research supplies will be returned to the TU home department of the student.

Grant proposals should be submitted electronically as a Microsoft Word attachment to Howard Kaplon, Acting Associate Dean at hkaplon@towson.edu. The cover sheet with signatures should be sent to Howard Kaplon in the Dean's Office: Smith Hall - 312C, telephone: 410-704-4602.

**The Jess and Mildred Fisher
College of Science and Mathematics
Undergraduate Research Grants Application Cover Page**

FCSM students who are applying to the FCSM Undergraduate Research Committee also should apply to the University Undergraduate Research Committee for funding.

For group projects, a separate cover page must be submitted for each member of the group.

Student Researcher:

Project Title:

Student ID Number:

Major:

Minor:

GPA:

Anticipated Graduation Date:

Current Telephone Number:

E-mail:

Current Address:

Home Telephone Number:

Home Address:

Project Beginning Date:

Project Ending Date:

Total Funds Requested: \$

Have you applied for or received support for this research from this committee or another source? Yes No If yes, please provide the details of that proposal or funding.

Faculty Mentor:

Department:

Check one: Full-time Part-time Adjunct Telephone:

If part-time or adjunct faculty, please describe your professional affiliation and your supervisory role in the research project

If this is a group project, list the other members of the group:

Student Signature: _____ Date: _____

To the Faculty Mentor:

I have reviewed this proposal and confirm that the resources are available and the student is prepared to undertake the research described. I agree to serve as Research Advisor on this project.

Faculty Mentor: _____ Date: _____

Send signed cover sheets to: Howard Kaplon, Acting Associate Dean, Smith Hall, room 312C, telephone: 410-704-4602. The proposal itself must be submitted electronically to hkaplon@towson.edu.