

Undergraduate Research Center Creative Project Grant Proposal Requirements (Foundation and URC Supply Grants)

The goal of the Creative Project is to focus on encouraging and motivating students to investigate academic topics independently. Everything you put in your proposal should be written for a **broad audience**, including judges from outside your content area. Proposals will be submitted using an online application available on the URC website. Projects receiving funding are required to submit for presentation to the Undergraduate Research Symposium in April.

Proposal Formatting Requirements:

- Submitted in PDF Format
- Cannot exceed three pages (excluding references/influences and appendix)
- Must use 12-point Times New Roman font
- Must use one-inch margins
- Must be double-spaced (excluding timeline and budget)

Required Application Forms

- Online Grant Application Form
 - Primary Student Researcher must submit using their MNSU (MavMail) email address
- PDF Grant Proposal
- Statements of Preparation for each student researcher (submitted via online grant application)
- For Foundation Grant Applications only: a video description of project

Requirements

1. Title of the project: List the title of the project at the beginning of the proposal. Do not include a title page.

2. Significance of the Creative Project: A paragraph describing the purpose and/or goals of the creative project. Describe why you are doing this work (background) and what potential impact or significance you expect the creative project will have. In order to communicate the significance of your project, remember that your reader may be unfamiliar with your content. The section should reference existing research and/or background information on the proposed project.

3. Process: A one-page paper describing your creative/original design process. It should indicate how your actions and steps will lead to the desired result. This portion should include references to any research the student has done on the topic or any research the student intends to do during the creation of the project. Research may include influences that are not typically thought of within traditional research boundaries, however sources must be cited. The section may include items such as preliminary results or rough sketches/drafts.

4. Anticipated Outcomes: What impact do you anticipate your creative project will have? Will your creative project resolve in an exhibition, performance, presentation, paper, or political act? This section should relate back to the statement of significance.

5. Timeline: Include a detailed timeline illustrating how you will go about creating the project and successfully present at the Undergraduate Research Symposium in April. This section may be single spaced and/or in table form.

6. Budget: See the details on allowable budget items. Include exact costs (where possible) of items requested for the successful completion of your research project. Funding will not be provided for gift compensation (e.g., gift cards) and do not include items that are provided by the department or funded by other grant resources. Any purchased equipment, if funded, will become URC or department property. Care should be taken with the budget to assure it reflects accurate estimates of actual costs. Justify all expenses. You may request items up to the maximum Foundation Grant supplies award of \$1000. However, you should include a brief description of how you will either amend your research to fit within the \$500 URC Supplies Grant limit in the event that you are not awarded a Foundation Grant. Alternatively, you may also list supplemental sources of funding that will allow you to carry out the project with your initially proposed budget of over \$500 (i.e. other grants, student will pay for, using stipend, departmental support, etc.). ***This section may be single-spaced and/or in the form of a table.**

7. References and Influences: All published resources (books, articles, studies, recordings, and exhibition or performance catalogues) used in this proposal must be properly cited using formatting consistent with you field of study. This may include brochures, examples, or exhibitions for creative projects. You may also list resources that you intend to use but have not directly cited in your proposal to better inform the committee of your preparation for this project (though you must note them as such). This section may be single-spaced and does not have to fit within the 3 page limit. Please limit to no more than one page. Footnoting is not allowed for URC Grant Proposals.

8. Statement of Preparation: Note, to be included within the online Grant Application. Each student contributing to the project should describe relevant education and experiences that will lead to success in completing the proposed project. (e.g., course work and research work, lab experience, project development, course grades in relevant courses, GPA, etc.) The paragraph should be concise, 300 words or less.

Optional Appendix: This appendix may not exceed one page in length. This appendix should not include any parts of sections 1-8 listed above. You may wish to include 1 or 2 examples of a rough draft, sketch, or a related work that will assist the reviewers to clearly conceive your creative project. Illustrations from exhibits or performances that influence your project may be included.

Requirements for Statements (i.e. the online submitted answers)

8. Statement of Preparation: Each student contributing to the project should describe relevant education and experiences that will lead to success in completing the proposed project. (e.g., course work and research work, lab experience, project development, course grades in relevant courses, GPA, etc.) The paragraph should be concise, 300 words or less. The Statement of Preparation is within the online application form, which must be completed in real time.

9. Statement of Covid-19 Consideration: In 300 words or less, please address how your research will be completed efficiently and within the boundaries and restrictions of the COVID-19 pandemic. Success and methodology of the project may be altered based upon access to lab space and campus resources.

THE FOLLOWING ARE GROUNDS FOR DISQUALIFICATION:

- Missing the deadline with any part of your application/incomplete applications
- Submitting a proposal in a format that is not PDF
- Submitting a proposal that does not get signed off on by your mentor(s)
- Going over the allowed 3 pages for your proposal
- Going over the allowed 300 words for your statement of preparation (Each paragraph submitted cannot exceed 300 words)
- Margins which are over or under 1 inch
- The use of a font other than 12 pt. Times New Roman
- Spacing other than double spaced (unless otherwise noted)