Graduate Student Research Project Grant Proposal Requirements

The goal of the Research Project Grant program is to fund graduate student research projects. Everything included in your proposal should be written for a **broad audience** because judges may be from outside your content area. Your proposal should be submitted in PDF format. The proposal cannot exceed three pages (excluding references and the appendix), and must utilize 12-point Times New Roman font, with one-inch margins. Content must be double-spaced unless otherwise noted. Students are encouraged to work with their faculty advisor/ research mentor to ensure they are submitting a competitive proposal.

Submit the following materials to Kristel Seth (kristel.seth@mnsu.edu) by 5:00pm on the application deadline**. *You must confirm submission with your faculty advisor by copying the faculty member on the email.**

(1) Attach a Cover Page using the provided template
(2) Attach grant proposal in PDF format using formatting instructions described in this call
(3) Attach a CV in PDF format (maximum of two pages; pages not included within the three-page proposal limit)

*Applicants will be notified of funding status by the office of the AVP for Research & Dean of Graduate Studies prior to the end of the current academic semester.

Grant Proposal Requirements (to be formatted as noted in the instructions above)

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 Research Project: Similar to a traditional introduction, this portion should include information that orients the project to the greater body of literature including references to any research you have done on the topic and/or any research you intend to do during the project. Use this section to clearly convey why the proposed project is important.

3. Proposed Methodology for Attaining Project Goals: Most similar to a traditional Method section, use this space to explain the general process by which you will achieve your goals. Though detail is important to accurately conveying what you intend to do, remember that your reader may be from outside your content area and unfamiliar with your topic so be sure to convey the relevance of your actions to meeting your project goals.

4. Anticipated Project Outcomes: Often where hypotheses are presented, this is the place to discuss the anticipated impact of your proposed project. Be sure to describe how the results of your research project relate to your significance statement.

5. Timeline: The timeline should identify projected progress toward research completion. This section may be single-spaced and/or in the form of a table.

6. Budget: Include exact costs (where possible) of items requested for the successful completion of your research project. All expenses must contribute directly to the student research; expenses to fund the faculty advisor / research mentor are not allowed. 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 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 grant award of $1,000. **This section may be single-spaced and/or in the form of a table.**

7. References: All sources used in the development of this proposal must be properly cited using formatting consistent with your field of study. **This section may be single-spaced, no more than one page. It does not have to fit within the three-page limit.**

8. Curriculum vitae (CV): Your CV 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.). It is recommended that your CV should be no more than <u>two pages, single-spaced. It does not have to fit within the three-page limit.</u>

Optional Appendix: This appendix should not exceed <u>one page</u> in length. This appendix may not include any parts of sections 1-8 listed above.

Checklist for Graduate Student Research Grant

The application MUST be/have:

_____ submitted prior to 5pm on the deadline date

_____ faculty advisor copied on the submission

The application is considered for completeness and adherence to requirements. The following must be included **within the 3-page limit** to be eligible for all evaluation points:

_____ Title of project

_____ Significance of research project

_____ Proposed methodology for attaining project goals

_____ Anticipated project outcomes

_____ Timeline (single-spaced and/or table format)

_____ Budget (single-spaced and/or table format)

The following can be included **outside of the 3-page limit**:

_____ Cover Page (use provided template)

_____ References (single-spaced, 1 page)

_____ CV (single-spaced, 2 pages)

_____ Appendix (optional, 1 page)

Proposals should follow format requirements to receive maximum criteria points.

_____ 3 page proposal (excluding cover page, references, CV and appendix)

_____ 12-point Times New Roman font

_____ One-inch margins

_____ Double-spaced unless otherwise noted

_____ References are single-spaced, not exceeding 1 page

_____ CV is single-spaced, not exceeding 2 pages

_____ If Appendix is included, it does not exceed 1 page

TIPS for Submitting a SUCCESSFUL Grant Proposal

These items MUST BE INCLUDED within the 3-page proposal limit:
- Title of the project
- Significance of research project
- Proposed methodology for attaining project goals
- Anticipated project outcomes
- Timeline (single-spaced)
- Budget (single-spaced and/or table format)

These items may be OUTSIDE of the 3-page proposal limit:
- Cover Page (using the template provided)
- References (no more than one page, single-spaced)
- CV (no more than two pages, single-spaced)
- Appendix (no more than one page, optional)

The following are grounds for DISQUALIFICATION:
- Submitting after the proposal deadline
- Submitting a proposal without including faculty mentor on the submission email