FALL GRANT PROPOSAL GUIDELINES

Required Application Components:
- Online Grant Application Form
  - Primary Student Researcher must submit using their MSU (MavMail) email address
  - Include student contact information, mentor information, and department information
- Grant Proposal (in pdf format)
- **For Foundation Grant Applications only:** a video description of the project
  - This video should be no more than 2 minutes in length.
  - Your video should be uploaded online to YouTube or another online platform and the link submitted in the online portal. Please check prior to submission that this link is accessible to anyone who clicks it.

Proposal Formatting Requirements:
- Must be submitted in PDF Format
- Cannot exceed four pages typed (not including references/influences and appendix)
- Must use 12-point times Times New Roman font
- Must use one-inch margins
- Must be double-spaced (not including timeline and budget)

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

2. **Intellectual Merit:** This section should include the following components: background, anticipated outcomes, methods, and preparation. Similar to a traditional introduction section of a paper, include information, references, and influences that relate to the greater body of literature and foundation of work within the field. This could include references to any work the student has already done on the topic and influences or works influencing what the student intends to do during the project. This section should also include an explanation of the general process by which you will achieve your goals. Describe the steps that you will take to complete the project, as well as the anticipated outcomes from this project.

3. **Broad Impact:** This section should clearly and explicitly state the importance of the project to both the field and the general public and explains how the proposed project fits into the existing literature or knowledge in the field. Explain why the project matters and why those outside of the project should care about the work being done and the outcomes. This section should be easily understood by those outside of the student's field of study. Additionally, use this section to describe ways in which the project will resolve or be disseminated (ex: presentation, paper, exhibition, etc.).

4. **Personal Impact:** This section should clearly describe the significance of the project to the student researcher's academic studies, future aspirations, and/or personal goals. Use this section to describe what the student hopes to gain from the experience. The section should also include a clear description of the points of curiosity from which the student is starting (e.g., why the student is interested in the project, what contributed to their interest in the research question).

5. **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 your 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 reviewers 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 4-page limit. Please limit to no more than one page.

Optional Written Proposal Components (do not count toward the 4-page limit):

1. **Appendix:** This appendix may not exceed one page in length. This appendix may 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 project. Illustrations from exhibits or performances that influence your project may be included. Examples of questionnaire items, experiment mock-ups, or figures may be added here.

2. **Budget:** If requesting money for supplies, include exact costs 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 already provided by the department or funded by other grant resources. Any purchased equipment will become department property and should be required for <u>this</u> project. Be sure the budget reflects accurate estimates of actual costs and justify all expenses. ***This section may be single-spaced and/or in the form of a table.**

   NOTE: If you are *only* seeking a student stipend (either URC or Foundation Grant), you do not need a Budget section. If you do not submit a budget, the URC will assume you do not require any supplies.

   Updated allowances on Foundations grants!
   For 2024 we will be allowing new divisions of the maximum $2,000 grant award.

   a. Foundation Grant funding can be divided in three ways. You must select this in your online application and should indicate any supplies costs in your written proposal.
      i. $1500 stipend payment and $500 for project supplies
      ii. $1000 stipend payment and $1000 for project supplies
      iii. $2000 for project supplies (no student stipend)

b. URC Grant funding can be divided in three ways. You must select this in your online application and should indicate any supplies costs in your written proposal.

   i. $750 for student stipend (no supplies)

   ii. $375 for student stipend / $375 for supplies

   iii. $750 for supplies (no student stipend)

If you request more than $750 in supplies, you should include a brief description of how you will either amend your research to fit within the $750 URC Supplies limit in the event that you are not awarded a Foundation Grant. You may also list supplemental sources of funding that will allow you to carry out the project with your initially proposed budget of over $750 (i.e., other grants, student will pay for, using stipend, departmental support, etc.).