

# Millersville University

## Student Research Grant Program

### GUIDELINES FOR APPLYING FOR GRANTS – Fall 2009

*The Student Research Grant Program* is intended to encourage both undergraduate and graduate students to undertake research and creative projects which will contribute new insights in the student's chosen academic field. Funds requested must be related to the student's course-related research or creative project or to their undergraduate or graduate thesis. The student must be enrolled at Millersville University during the period of the award. At the time of the grant application, the research project should be in progress or about to commence.

Each proposal, after being received by Dr. Victor DeSantis (Dean of Graduate and Professional Studies) will be distributed to an evaluation committee consisting of faculty representing various schools. Therefore, the proposal should present ideas clearly in language that can be easily understood by each faculty member regardless of their discipline. Clearly present objectives, hypotheses, and methodologies to be used. Each committee member will rank proposals according to:

1. Quality and clarity of proposal description/project description.
2. Relevance and usefulness of the project.
3. Justification for funding and how funding would improve project outcomes.

The decision of the Evaluation Committee is final.

#### **Applications:**

The separate grant application, budget form, proposal narrative, and faculty letter of support need to be completed in their entirety and have the proper signatures. **The deadline for Fall 2009 grant applications is Friday, October 2, 2009.** Five copies of the entire package must be sent to Dr. Victor DeSantis in Graduate and Professional Studies Office (Lyle Hall – 2<sup>nd</sup> floor) by 5:00 p.m. on this date.

PROPOSALS THAT DO NOT FOLLOW THE GUIDELINES WILL NOT BE DISTRIBUTED TO THE COMMITTEE FOR REVIEW.

**Maximum amount of Grant Award:** \$400.00

#### **Types of Grants Funded:**

1. Computer runs / processing charges.
2. Survey compilations / reproductions charges / mailing costs.
3. Archival, library and museum fees for research purposes, with associated travel costs/mileage.
4. Purchase of equipment, research materials and supplies.
5. Purchase of books, DVDs CDs, CD-ROMs, etc.
6. Photocopies.
7. Publishing page charges. (Attach verification)
8. Shared research projects.
9. Please note that **no** funding will be offered this year for travel-related expenses to present research papers or engage in creative performances.

The grant applicant agrees that any reusable books, instruments, equipment, supplies, or other materials purchased with grant funds will become the property of the sponsoring academic department.

**Grant Costs Not Reimbursed:**

1. Millersville University Tuition and/or Fees
2. Wages
3. Preparation or binding of theses
4. Equipment which can be made available through the sponsoring department or University.

**Time-Frame for Project:**

The student researcher has a maximum of one year from the time of the award to complete the project.

**Proposal Narrative:**

- **A PROPOSAL NOT EXCEEDING FOUR TYPED, DOUBLE-SPACED PAGES SHOULD ACCOMPANY THIS APPLICATION.**
- A clear, concise statement of the purpose and significance of the problem in non-technical language, easily understood by those not expert in the field. Describe how you will undertake the project for which you are requesting funding. If part of a group project, please clearly indicate your specific role in the project.
- Clearly present objectives, hypotheses, and methodologies to be used.
- Include your timeline for completing the project.

**Budget Information Required:**

Itemize on the separate Budget Request Form project costs for each of the applicable budget categories. Include unit costs and show the calculation for each of the categories.

Total grant amount requested cannot exceed \$400.00.

**Letter of Support:**

Both undergraduate and graduate students must submit a letter of support from the sponsoring faculty member indicating the merit of the project. The letter must be on University letterhead and have an original signature from the faculty member.

**Final Report:**

A final summary report of the completed project must be submitted to the sponsoring faculty member and to Dr. Victor DeSantis, Dean of Graduate and Professional Studies, Lyle Hall.

**Award Notification:**

Applicants and the sponsoring faculty member will be notified by letter if their research proposal will be funded and at what funding level. In certain cases, student researchers must secure approval from the University's Institutional Review Board (for research with human subjects) or the Animal Care and Use Review Committee (for research with animals) before research projects can be undertaken. Your sponsoring faculty member or the Dean of Graduate and Professional Studies can assist you in securing these approvals. An approval letter must accompany your grant application.

The student researcher must follow all proper Millersville University procedures in spending funds, such as completing a direct purchase order (DP), travel request, travel voucher or other required forms. These forms must be signed by the applicant's department chair and Dr. Victor DeSantis, Dean of Graduate Studies and Research. All forms are available in academic departmental offices, as well as assistance for completing them. Expenditure guidelines for utilizing the research grant funds will be included in the award letter that will be sent to the student and faculty sponsor.