



**Types of Proposals Funded:**

1. Activities involving student participation, such as performances, competitions, or other presentations at state, regional, or national conferences/meetings. Admission, competition, registration, and transportation costs will be covered up to the maximum award amount.
2. Support for travel involving a group of students to present research papers may also be requested.
3. Computer runs / processing charges.
4. Survey compilations / reproductions charges /mailing costs.
5. Archival, library and museum fees for research purposes, with associated travel costs/mileage.
6. Purchase of equipment, materials and supplies.
7. Purchase of books, DVDs CDs, CD-ROMs, etc.
8. Photocopies.
9. Publishing page charges. (Attach verification)
10. Shared research or creative projects.

The grant applicant agrees that any reusable books, instruments, equipment, supply, 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 available through the sponsoring department or University.
5. Food
6. Membership in professional associations
7. Conference excursions or events that are not part of the regular conference fee

**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 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 background, objectives, hypotheses, methodologies, performances, etc.
- Timeline
- For those presenting papers, poster, or other types of presentations at conferences, meetings, or workshops, or participating in competitions or in performances, proof of acceptance from the sponsoring organization will be necessary.

**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 \$500 for Undergraduate Students or \$1,000 for Graduate Students

**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.

Rene Munoz, Director of Sponsored Programs and Research Administration. **Furthermore, all students receiving a Student Research Grant are required to present the results of their research at the annual Made in Millersville event, scheduled for April 14, 2020.** Contact Dr. Munoz for more information.

**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 Director of Sponsored Programs and Research Administration 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 (within 90 days of travel) or other required forms. These forms must be signed by the applicant's department chair and Dr. Rene Munoz, Director of Sponsored Programs and Research Administration. 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.