Award Guidelines -The Keever Biology Research Training Fund,

Updated July 15, 2018

Statement of Purpose and Guidelines

The Keever Biology Research Training Fund was established through a donation from Dr. Catherine Keever, deceased emeritus faculty member of the Department of Biology. This award is to be used to train students in methods and values of scientific research. This award supports research by undergraduate biology majors.

Awards will be made to an undergraduate majoring in Biology who has completed at least 60 credits of college work. First consideration will be given to applicants who have completed Zoology and/or Botany and who have maintained an overall GPA of at least 3.0. Eligible projects must be planned or in progress; completed projects will not be considered.

Awards

Between 1 and 4 awards will be made annually ranging from $200 to $600. Eligible projects may be drawn from any field of biology with preference given to botany. Importantly, the project for which a student is seeking funding may be part of a larger faculty research venture. Joint projects or projects with multiple faculty sponsors are acceptable. Funds will be available for one year from the date of award.

Funds may be used for the acquisition of supplies or equipment needed for the research project. Equipment items will become the property of the Department of Biology at Millersville University. Out-of-town travel and accommodations essential for completion of the research may be funded. Ordinary living expenses and travel to and from campus are not eligible.

Awards will be placed in a student grant account to which charges can be made directly using conventional budget practices. Faculty supervisors should consult with the Biology Department Budget Coordinator or the Departmental Secretary responsible for budget matters if they have questions about correct procedures. When travel is planned, the necessary paperwork, including travel request and travel reimbursement forms, must be completed in a timely manner. Receipts need to accompany all requests for reimbursement.

Awardees will be required to submit a scientific abstract describing the results of the
project along with a final accounting of how the funds were used to their faculty sponsor. A copy of this report should be shared with The Office of Sponsored Programs, Director, Dr. Rene Munoz, by email with a pdf attachment to rene.munoz@millersville.edu.

Application and Award Procedures

Proposals will be accepted starting February 15 each year. The deadline for proposal submission will be the Wednesday before Spring Break. Applications can be found online at:

https://millersvilleirb.formstack.com/forms/keever_application

If you have questions about the award, please contact Dr. Carol Ely Hepfer, Chairperson of the Keever Award Committee, carol.hepfer@millersville.edu. If you have problems with the application website please contact Dr. Munoz, Director Sponsored Programs by email at rene.munoz@millersville.edu, or by phone at 717-871-4457.

Application Requirements

Applications should include all of the following components. Proposals lacking any of these may be disqualified from consideration. Students should have their faculty mentor review the proposal carefully prior to submission.

• A Title for the project that succinctly states the experimental goal(s).

• An Introduction section that includes a clearly narrative the problem, purpose, objectives, and if possible the hypotheses to be investigated. This section should also include background information with a thorough review demonstrating the student’s familiarity with primary literature relevant to the project. Students should consult with their faculty sponsor to ensure that all information is appropriately and correctly cited using established scientific format.

• A Methods section that includes an outline of the research planned and the estimated time needed for each phase of the project. Details about experimental design, a clear description of the study site (if a field project), and (when appropriate) explanations about statistical analysis planned are important. The student should
describe details about control vs. experimental conditions, and replication planned for their experiments.

- A **Literature Cited** section that includes all articles referenced within the proposal, listed alphabetically, and formatted correctly.

- A **Budget** section that lists necessary supplies, equipment and travel along with accurate costs and justification for why each item is required for the project. Students should determine the most economical source for supplies (Roddy Storeroom, MU agreements with Fisher or VWR). Total mileage needed to complete the project should be calculated as accurately as possible at the University accepted rate per mile. Budgets lacking details or valid prices may result in reduced award amounts.

- A **Letter of Support** from the Biology Faculty Member who is sponsoring the research project must be included. This should address the feasibility of the project and describe how involvement in the project will train the student in the methods and values of scientific research.