

## UNDERGRADUATE RESEARCH GRANT PROPOSAL FORMAT

Each undergraduate research grant proposal should follow the format below:

1. Cover Sheet A standard form has been developed for Undergraduate Research Grants and is available in the Office of the Provost or [online](#). Please provide the appropriate information, project title, and project description.
2. Project Description Applicants will briefly describe the project they envision, with enough detail to provide a clear picture of the project but without technical or specialized description which would obscure the description's clarity.

Applicants should give special attention to the following:

- a. The purpose of the project What are the objectives? What theoretical framework, if any, underlies the project?
  - b. The significance of the research
  - c. The plan of work What is the timetable for the work? What special tasks or processes will be involved?
  - d. Anticipated results If all goes as expected, what can be the expected outcome of the project, and how will it enhance teaching or learning?
3. Statement of Support

Student:

A faculty sponsor should be identified who will review the student's proposal and agree to act as a resource person during the research project. A letter of support from the faculty sponsor is required as part of the student's application.

Faculty: Normally an application will not include a letter of recommendation or statement of support from a dean or department chair. However, the Creative Work and Research Committee reserves the right to request such a letter if the Committee believes that it would be helpful in making a decision on an application.

4. Budget

A brief, but specific, statement of how the grant will be spent (i.e., equipment, materials, stipends, travel, etc.)

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