

**The College of Idaho**  
**Student Research Grant Program 2016-2017**

**Research Grant Proposal Application**

**Application Deadlines: November 30, 2016 and February 13, 2017**

**Funding may be used for:**

- Purchasing equipment and supplies necessary to undertake the proposed project
- Traveling to and from research sites
- Non-royalty publication costs
- Only the specific requests in the funded proposal

**Funding may not be used for:**

- Tuition, room and board, class textbooks
- Student salaries or stipends
- Computers

**Selection Criteria (not in order of priority):**

- Quality of the proposal (e.g., clarity of the objective (s), reasonable timetable, merit of work, adherence to the application guidelines)
- Significance of the proposal
- Likelihood of completing the project within the timeline indicated in the proposal
- Letter of recommendation from faculty mentor
- Student class standing

**Application Materials:**

- ✓ **Research grant application form (see separate document)**
- ✓ **Research project proposal** containing the following sections (**3 page-limit**, single spaced on project proposal section)
  - Clearly state objective (s) of the project or activity;
  - Describe the project or activity (discuss what you plan to do and how you plan to do it);
  - State the significance and originality of the work;
  - Method of evaluation (How do you propose to assess the success of your project or activity? What are your goals for the project that, if attained, will lead to successful completion of the work?)
  - Project outcomes (performance, publication, presentation, enhanced knowledge in the field of study, improved research skills etc.);
  - Applicability (explain the value of your proposal in relation to you academic growth and professional goals);
  - If you are using a questionnaire, submit a copy of the questionnaire as an appendix (not part of the 3 page-limit).

- ✓ **Timetable:** Identify key phases of the project, the specific work to be completed during each phase, and the project completion dates. The project should be completed within one year of receiving a grant.
- ✓ **Budget:** Submit a detailed budget for (\$46.00 per day – \$8 breakfast, \$13 lunch, \$25 dinner – with reduction for any conference meals included in registration, if applicable)
- ✓ **Letter of recommendation from a faculty mentor that answers the following questions:**
  - In what capacity do you know the student?
  - What is the significance of the proposed work and the ability of the student applicant to complete the work within the timeline indicated in the proposal?
  - What characteristics of the student make him or her deserving of the grant award?
  - What specific role will you play concerning the student's research project?
  - Do you accept the responsibility for supervising the research project, assuring responsible use of funds awarded, and assisting the student to complete a financial reimbursement form?

#### **Process for Application Submission:**

Submit completed application as an email attachment on or before November 30, 2016 or February 13, 2017 to Sara Heggland (Biology) at [sheggland@collegeofidaho.edu](mailto:sheggland@collegeofidaho.edu)

A letter of recommendation should be sent as a separate email by the faculty mentor to Sara Heggland (Biology).

Applications will be evaluated and the awards will be made by a SRG subcommittee (each Division will be represented).

#### **Expectations of the Applicant upon the Receipt of Funding:**

Recipients of SRG awards are **required** to share their scholarship or creative work at the C of I Annual Student Research Conference.

If a publication results from the work funded by the C of I SRG program, the SRG program should be acknowledged in the publication.

**Role of the Faculty Mentor:** While the proposed project should clearly be the student's work, the faculty mentor should actively support the student's endeavors. For example, the faculty mentor can help by reviewing the student's research for completeness, reading drafts, providing comments, and helping prepare the student to present his or her work at the annual C of I Student Research Conference.

**Money Allocation:** Recipients of SRG awards will be required to submit an expense report to the business office (with original receipts) to be reimbursed for incurred expenses. If applicable, the grant funds can be transferred to a department account. No advances will be allowed. **For administrative purposes, we must require that the expense report be submitted within 30 days of expense purchase.**

**Questions:** Contact Sara Heggland (office Boone 220B; 459-5063) or [sheggland@collegeofidaho.edu](mailto:sheggland@collegeofidaho.edu)