

UROP INDIVIDUAL GRANT PROPOSAL APPLICATION
HHMI Biosciences Research Grants

I. To be completed by *student*

A—Part one

Name:		Student ID Number:	
Address (including street address, city, state, and zip code):		Telephone Number and Email Address:	
Major(s):	Year: Fr <input type="checkbox"/> So <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/>	Expected Graduation Date:	Current GPA:
Date of Birth:	Gender:	Ethnicity:	
Project Title:			
Check all that apply: Field research <input type="checkbox"/> Laboratory Research <input type="checkbox"/> Animal Lab Research <input type="checkbox"/> Human Subject Research <input type="checkbox"/> Qualitative Research <input type="checkbox"/> Quantitative Research <input type="checkbox"/> Scholarly Analysis <input type="checkbox"/>			
Duration of Project:		Funds Requested:	
From	To	Stipend	Expense Allowance Total

B--Part two

List the courses in which you are currently enrolled. NOTE: YOU MUST BE A *FULL-TIME STUDENT* TO APPLY.

Department	Course Number	Title	Credit Hours

C--Part three—*After consulting with your faculty sponsor*, provide brief answers to the following questions about your preparation for this project and the collaboration between you and the faculty member.

What training and/or background in your field are needed to successfully complete this project? How have you fulfilled these requirements?

How is this work related to that of your faculty sponsor? What role, if any, will this project play in her or his research?

What is your plan for collaboration with the faculty sponsor? How often will you meet? Through what mechanism will you receive feedback on your progress?

D--Part four

UROP Budget Requisition--You may request *either stipend (student pay) or expenses (other costs related to the project) or both* for your project. HHMI will fund up to \$2400 total per project.

Stipend	
Although UROP does not pay an hourly wage, student stipends are calculated by first estimating the number of hours to be spent on the project, and then multiplying those hours by \$9.00. Please list below the phases of your project, and the number of hours to be spent on each phase.	
Project Phase/Description of Activity	Hours
Totals Hours	
Total Stipend (Multiply total hours by \$9.00.)	

Expense Allowance	
Itemize your expenses, including equipment, supplies, computer services, library or laboratory fees, copy costs, travel expenses, etc.	
Expense Item	Estimated Cost
Total Cost	

Stipend Requested: \$ _____ Expense Allowance Requested: \$ _____ Total Budget Requested: \$ _____

E--Part five

Attach a narrative proposal, 5 pages maximum, outlining your request for funding. Please attempt to write the proposal in terms a non-expert can understand, though you may have to use technical language in some places as well. The narrative should include:

1. **Introduction:** Tell us the objectives and purpose of both your portion of the work and those of the larger project within which yours is embedded if applicable, including its purpose and function within your degree requirements or academic or professional training or goals. Discuss the location of the research (laboratory or work site) and who will supervise you if not your faculty sponsor. Address the project's relevance and who will benefit from it. Supply justification for any off-site research.
2. **Background:** Situate your project with other research in the field by providing a review of the work that has already been done in this area. Your own research experience and how you've fulfilled the necessary background work for attempting this project should be included, as well as a discussion of your faculty sponsor's expertise.
3. **Methods:** Provide a detailed description of the research methods that will be used in the project. This should include justification for the specific approach or methods that will be employed. Discuss whether you'll be working with primary or secondary sources (or both) and/or what data will be the basis for your project. If you're using human subjects you should address how you'll find subjects, your methods for approaching them and gaining trust, how you'll deal with language or other barriers and so on.
4. **Time Schedule:** Provide a step-by-step outline of the project including dates for the initiation and completion of each phase. Attempt to lay out a reasonable schedule taking into consideration all stages of the research as well as writing of the final report. Include how often you'll meet with your faculty sponsor.
5. **Budget Justification:** Explain how you will use the funds you have requested on your Budget Requisition.
6. **References:** Attach an alphabetical list of all work you've consulted in your background research and cited in the body of your narrative, in appropriate professional style customary for your discipline. Your bibliography should show that you've done the necessary preparation for this project.
7. **Appendices:** Attach any surveys or interviews you'll use in the research, permission for Human Subject Research, etc.

F--Part six--Abstract of the project

On a separate page provide a 100-word description of the research project, including its objectives or the objectives of the larger project within which yours is embedded.

II. To be completed by *faculty sponsor*

This page is not intended to be shared with the student, but should provide guidance to the faculty member as to whether the student's project needs further conceptualization or discussion. Faculty may submit this page separately to the UROP office or, preferably, will attach it to the student's completed application, put it into a sealed envelope and have the student deliver it to the UROP office.

Please evaluate the proposal in the following areas on a scale of 1 (poor) to 6 (excellent).

Student name _____

Faculty name _____

Title of project _____

Student shows a working knowledge of the assumptions, vocabulary, and research methods in the field and/or on the topic. 1 2 3 4 5 6

Student exhibits an understanding of the relevance of the research to the field. 1 2 3 4 5 6

The purpose, focus, hypothesis to be tested, or task to be completed is well defined and clearly stated in the proposal. 1 2 3 4 5 6

Student has included sufficient detail about the research methods and process in the proposal. 1 2 3 4 5 6

Student's review of previous scholarship in the field and attached bibliography indicate that she or he has a reasonably complete foundation for undertaking this project. 1 2 3 4 5 6

Rate the student's overall ability to complete this project successfully compared to other undergraduate students you've worked with. 1 2 3 4 5 6

Describe the overall merit of this project and its potential impact in the field, including whether and how the student will make an original contribution to the discipline with this project. How might it enhance the student's scholarly and/or intellectual development?

III. To be completed by student and faculty once proposal is ready for submission

A—Part one

Name:		Rank:	
Department:	College or School:	Campus Box Number:	
Telephone Number and Email Address:		Name, rank and email address of student's primary supervisor if not the faculty sponsor:	

B--Part two--Check list for completion of proposal. *All areas relevant to the research must be complete for submission.*

- If necessary, is human subject research committee approval included in the proposal?
- If human subjects will be used in this project, are strategies for finding subjects, setting up interviews and communicating with subjects across language barriers included in the proposal?
- Are surveys or questionnaires for human subjects attached and well prepared?
- If travel or off-site work is involved is it appropriately justified in the proposal?
- Is the budget for this project realistic?
- Is the time schedule for completion of the work realistic?
- Has faculty feedback on the proposal been responded to adequately?
- Has the proposal been reviewed for correctness in punctuation, grammar, and overall usage of the English language?

C--Part three—Signatures indicate that the application and written narrative have been jointly reviewed by student and faculty (and, if applicable, direct supervisor) and approved by the faculty sponsor.

Student signature

Date

Direct supervisor signature

Date

Faculty sponsor signature

Date