

## **Guidelines for Student Summer Grant Proposals**

In evaluating the grant proposals, members of the Faculty Development and Scholarship Committee (FDSC) place the highest priority on the quality of the proposals submitted, and the perceived impact on the student's academic goals. Incomplete applications, hand-written proposals, and those submitted after the deadline will not be considered.

The following guidelines are designed to assist you in providing the Committee with the information it needs to make an informed decision regarding the proposals. If additional information seems appropriate, please provide it. If a particular question does not apply to your project, please disregard it. You must show a draft of your proposal to the faculty sponsor so that it will be very clear to him or her what you propose to achieve. Discussing your draft with your faculty sponsor will also enable you to receive helpful feedback on your proposal.

Please submit **seven** copies of the grant application to Lori Flatto, Secretary in Dean for Academic Life's Office on the third floor of the Haas College Center by noon **on Friday, February 12, 2010**.

A complete application includes the cover sheet and all of the following:

### ***I. Abstract***

An abstract is a concise summary of the proposed project. It should include a brief statement of the type of work that will be performed, the expected outcome of the project, and the significance of this work to the student's intellectual development. The abstract should not exceed 250 words.

### ***II. Grant Proposal***

The grant proposal should be from three to five pages double-spaced, and must include the following:

#### **A. Project Description**

Provide a clear and succinct description of the project, the expected outcome, the impact on your future, and the scholarly value of the project. This description must be written in language that is comprehensible to faculty from various disciplines.

#### **B. Project Outcome**

Provide details about the expected publication, presentation, exhibition, or performance which will result from this project.

Describe how the project relates to the applicant's major, career path, or interests. What courses have been taken that relate to the proposed project?

### **C. Project Requirements**

What Muhlenberg College resources will you need to complete this project (library, laboratory, studio, etc.)? **Note: Projects involving human participants will require approval by Muhlenberg's Institutional Review Board (IRB). This approval must be obtained before submitting the proposal.** In addition, students whose research involves study abroad must consult with the Study Abroad office before departure.

What off-campus facilities will you use to complete this project? What arrangements have been made to secure the use of these facilities?

What material resources, if any, are necessary for the completion of the project? What arrangements have been made to secure these resources?

### **D. Project Schedule**

Provide a tentative schedule for the completion of the project.

Describe any other commitments you may have during the time covered by the grant and explain how you plan to devote adequate time to the grant project.

If the project is not to be completed within this granting period, state the projected dates for completion of the project.

### **E. Additional information**

Provide a list of any awards or honors received.

## **III. Letter(s) of Support**

The faculty sponsor who will supervise your summer project must write a letter of support, to be submitted with the grant application. Give the faculty member the sheet "Letter of Support: Guidelines for Faculty," included in this packet.

Students who will be conducting research off campus in conjunction with another institution or organization must also include a letter of support from a representative of that organization that indicates that the student's project has been approved.

## **IV. Other Documentation**

Students whose projects involve human participants must obtain authorization from Muhlenberg's Institutional Review Board (IRB). Contact Professor Laura Snodgrass in the Department of Psychology for information on IRB procedures. The IRB authorization must be obtained before submitting the proposal.

Students whose research involves study abroad must consult with the Study Abroad office before departure in order to process required documentation, including international health insurance. Contact Professor Christopher Herrick on the third floor of Ettinger for more information.

FDSC reserves the right to request any other documentation deemed relevant to the student's project.