**Nebraska Wesleyan University**

**Student-Faculty Collaborative Research Fund Committee**

**Application for Scholarship Grants** **– Research or Creative Endeavor**

**Deadlines for 2018-2019 – 5:00 pm of the following dates:**

**September 14, 2018; November 16, 2018; January 25, 2019; March 29, 2019**

The application for the Student-Faculty Collaborative Scholarship Fund (SFCRF) consists of four parts:

1. Abstract
2. Project Proposal
3. Project Budget and Budget Justification
4. Faculty Recommendation

Note: This application form is for Scholarship Projects – Research or Creative Endeavor. If your proposal is only for a project’s presentation expenses, please complete the **Application for Presentation Award**.

The proposal should be a fully-conceived project that includes background support, all documentation, relevant research instruments (e.g. questionnaires or surveys), and additional letters of support, as needed.

Awards may range from under $150 to over $2000.

If traveling internationally, students must comply with all policies for international student travel as set forth by the Global Engagement office. Applicants requesting funding for international travel must meet with Sarah Barr **prior to submitting this application** for approval from the Global Engagement office. All travel must conform to the Nebraska Wesleyan University travel policy – visit this link for information: <http://www.nebrwesleyan.edu/business-office/travel>.

Applicants should familiarize themselves with the Guidelines (available from the same source as this application) and inform their Division Representative or Student Representative on the Committee of their intent to apply. Applicants are highly encouraged to submit a draft of the proposal to their representative for comments prior to the deadline. No feedback can be provided once a final application is submitted.

**The electronic copy of the completed application must be submitted by the collaborating faculty member.** Please send an electronic and hardcopy of the completed application by 5 p.m. of the respective due date Fund Committee in care of:

Stephanie Plummer

Academic Affairs – Smith-Curtis 311

5000 Saint Paul Avenue

Nebraska Wesleyan University

Lincoln, NE 68504-2794

(splummer@nebrwesleyan.edu)

Nebraska Wesleyan University is a member of

The Council on Undergraduate Research (www.cur.org)

**I. Abstract** - The information that you provide in this section may be used in general publications as promotional material. This summary should be original and not an excerpt taken directly from the Project Proposal.

**Name**(s):

**Name of Faculty Collaborator/Mentor**:

**Department and Division**:

**Title of Project**:

**Date**:

**Abstract** (maximum of 300 words)

**II. Project Proposal**

**Name**:

**E-mail address:**

**Student Mailbox (UC applicants - mailing address):**

**Major:**

**Year:**

(Please provide information for all students involved.)

**Name of Faculty Collaborator/Mentor**:

**Department and Division:**

**E-mail address:**

**Title of Project**:

**Amount Requested:**

**Date**:

**Period of performance**: (Start date) (End date)

**Have you previously received a grant from the Student-Faculty Collaborative Research Fund?**

**If yes, what was the project number?**

**What other funding sources may be available to you?**(If more than one student is involved, please provide the above personal information for each student.)

**Does the research involve the use of human subjects?**

**If yes, state below that you acknowledge that your project will need IRB approval.** Please visit <https://www.nebrwesleyan.edu/about-nwu/institutional-review-board> for more information on the IRB process and contacts.

Please respond to each of the following elements in the order presented. Total length of Project Proposal may not exceed five pages. Use Times New Roman, 12-pt. font, with 1” margins. **Since your project proposal is in competition with project proposals from other disciplines and will be judged by a small faculty/student panel which may not include a specialist in your area, you should write the proposal for a non-specialist audience and attempt to state your project proposal and its significance in relatively non-technical terms.**

1. Describe the purpose of your scholarship (research or creative endeavor).
2. Describe your preparation for pursuing this project. Include both formal and informal training and relevant experiences.
3. Describe how you intend to accomplish your project, the project steps and timeline, the method(s) or processes chosen and how they are appropriate for the discipline. Explain the feasibility of your activity. (Consider time and funding restraints as well as other factors.) If more than one student is involved, please describe exactly what each student will do.
4. What is your expected graduation date?

How many credit hours are needed to complete your degree?
5. Describe the role of your faculty mentor or faculty collaborator. How will s/he be involved in your project?
6. Describe your plan for a discipline appropriate dissemination of your scholarship beyond the Nebraska

Wesleyan Student Symposium at the end of the Spring semester (e.g., peer-reviewed journal publication, oral presentation, poster presentation, performance, juried competition and/or exhibition).

**III. Project Budget**

**Name(s) of Student(s)**:

**Name of Faculty Collaborator/Mentor**:

**Title of Project**:

1. Itemized Budget

Your itemized budget proposal must be submitted on the provided Excel spreadsheet. **All expenses should have documentation supporting the cost** (supply a copy of a price list or website order form, etc).

**You must identify priority needs and total minimum amount needed in case the full project cannot be funded.**

1. BUDGET JUSTIFICATION

Explain your budget, describing each line item (justification and the basis of the cost). Identify any costs allocated directly to faculty (e.g., travel). For both the narrative and the itemized budget, be sure to consider the following:

* 1. Equipment: e.g., camera, mazes for mice
	2. Supplies: e.g., chemicals, media, resin, paper, CDs, DVDs, art supplies; remember to include items needed for your presentation (e.g. copy costs, poster materials)
	3. Travel: This can include living expenses for scholarship completed during winter term or in the summer. Personal vehicle mileage should be calculated at current rate. You are expected to find and document both the preferred and the most economical options before selecting the mode of travel, accommodations, etc. Meals may be reimbursed within the limits of the proposed budget. Grant funds may not be used to purchase alcoholic beverages. If traveling internationally, students must submit the **Pre-Approval for International Travel** form signed by the Director of Global Engagement with the grant application. Upon notification of funding, students must meet with the Director of Global Engagement to verify compliance with all policies for international student travel as set forth by the Global Engagement office. No funding will be disbursed without the approval of the Office of Global Engagement. All non-international travel must conform to the Nebraska Wesleyan University travel policy which can be viewed at the following link: <http://www.nebrwesleyan.edu/business-office/travel>.
	4. Other: e.g., mice and husbandry costs, theatre props, survey instruments, special training, translation services, other services not available through NWU
1. Equipment (Please indicate the department’s contribution toward the purchase

of permanent equipment or software).

b. Supplies

c. Travel

d. Other

**IV. Faculty Recommendation**

***Student Instructions***:

Have your faculty mentor/collaborator write a letter of recommendation to the Committee.

***Instructions for Faculty Mentor or Collaborator:***

In your letter of recommendation, be sure to address the following:

* Explain the value of this collaborative project.
* Explain how this is a discipline-appropriate example of scholarship.
* Will the student be able to accomplish it in the proposed timeline? Please note: Stipends are paid after the Final Report of the project is submitted.
* How will this project promote the student’s development?
* Has the student accurately described your role as faculty mentor or faculty collaborator in Part II, Item 4 of the project proposal?
* Are the budget needs accurately described by the student? Why or why not?
* Explain how the dissemination of this project is appropriate to this discipline.
* Collaborating faculty members are entitled to a stipend proportional to the extent of project involvement
	+ This stipend is considered separately from the proposed project budget, and *should not be included on the project budget form*. The stipend is protected in this way to recognize the importance of faculty involvement.
	+ Please indicate your proposed Faculty Stipend: $250, $500, or $1000, along with amount justification. The typical stipend is $500.

Please send letter of recommendation by e-mail to the Student-Faculty Collaborative Research Fund Committee in care of:

Stephanie Plummer

Academic Affairs – Smith-Curtis 311

5000 Saint Paul Avenue

Nebraska Wesleyan University

Lincoln, NE 68504-2794

(splummer@nebrwesleyan.edu)