Tips for a Successful Undergraduate Research & Creative Work Grant Proposal

Keep in mind that these are competitive grants that require a thoughtful and thorough explanation of your project. These recommendations can help you prepare the best possible proposal!

Plan Ahead!

- Plan well and start your proposal early
- Seek out a faculty mentor! Not only do you need a faculty letter of support from them, your faculty mentor will provide guidance throughout your research project.
  - Proposals will not be considered until the Faculty Letter of Support form is completed. This form is to be completed after the faculty member has reviewed the student's grant request.
- Grants are accepted and reviewed on a rolling basis; our program is popular and we cannot fund everyone that applies. Please plan accordingly and submit your application in a timely manner to ensure you do not miss out on funding!
- The purchase of items (i.e. supplies, flights, hotels, etc.) will not be reimbursed if purchased prior to receiving an official grant award letter – if you have already made purchases, this cannot be included in your proposal.
- Students are eligible for submission of a grant request prior to receiving acceptance into a conference, presentation, etc.

Professionalism!

- Present a quality idea and convey it clearly and concisely
- Follow the guidelines and prompts exactly
- Respond to all sections
- Provide a realistic and accurate budget
  - Your budget should be itemized and provide real costs associated with your project needs.
  - If you are traveling, we expect your travel arrangements to align with Institutional Travel Policies. If you are traveling with other students, we expect that hotel rooms will be shared and carpooling will be arranged when possible
- Proofread for spelling, grammar and content

How do I answer the application question: "does your project involve human subjects?"

This question is included on our grant application for students conducting research. Research is defined as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. [Note: this is directly from the Federal Register (Volume 56, Number 117, Tuesday, June 18, 1991)] If a research project involves human subjects, the project must go through a review with the Institutional Review Board. A human subject is a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information. [Note: this definition is, again, directly from the Federal Register.]

Fine Arts projects or presentations typically can answer "not applicable" to this question. If you have questions, you should consult your faculty mentor during the planning of your project and during application process.