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|  | 2019-20 STUDENT FUNDING AWARD  FOR RESEARCH AND TRAVEL  CALL FOR APPLICATIONS—Fall 2019 |

The Office of Student Research (OSR) offers awards to undergraduate and graduate students to defray costs associated with research and creative inquiry projects. The maximum award is **$500** for single researchers, **$1000** for two co-researchers and **$1500** for three co-researchers. Research and creative inquiry include creative activities in theatre, music, art and graphic arts and animation, projects in departments in arts and sciences as well as business and education. Round 1 applications are due **October 4, 2019 at 5:00 p.m.** Round 2 applications are due **November 1, 2019** **at 5:00 p.m.** Additional rounds of funding will be available in Spring 2020.

Appropriate research expenses include laboratory equipment; media equipment; equipment for work in the field; art supplies; software; photocopying, printing and film processing; communication costs (postage, phone, etc.), travel to support the investigative phase of the student’s work (such as travel to field sites, museums, archives, or libraries); and travel expenses related to presenting their work at a scholarly conference or equivalent (including transportation, mileage, lodging, registration, meals and other related expenses).

**Eligibility**: Student funding supports student research and creative inquiry projects, where a student develops or is substantially involved in developing a research question/thesis/problem/purpose of a project, conducts an inquiry or investigation using sources as evidence and share the results, which may include creative projects or performance. Students must be currently enrolled, full-time undergraduate or graduate students in good academic standing. It is the student’s responsibility to apply in the funding cycle that best suits their funding needs. The Student Research Advisory Council will evaluate applications based on the application rubric provided at the end of the document.

**Requirements**: Students who receive awards will be required to submit a version of their research to the Student Showcase for Research and Creative Inquiry, the Graduate Student Symposium, or a similar presentation venue and complete the Post Award Performance Report by the deadline stipulated on their Notification Form. The Post Award Performance Report documents a student’s progress on the funded research project. Failure to present their research or complete the Performance Report may result in a student not being eligible for OSR funding in subsequent semesters.

**To apply**: Students should electronically complete and submit a **PDF (no larger than 2 MB)** of the application to Amorette Barber ([barberar](mailto:barberar)[@longwood.edu](mailto:andersoncs2@longwood.edu)), **by October 4, 2019 at 5:00 p.m. for consideration for Round 1 and November 1, 2019 by 5:00 p.m. for Round 2.** Late or incomplete applications will be penalized. Please direct questions to Amorette Barber, Director, Office of Student Research ([barberar](mailto:barberar)[@longwood.edu](mailto:andersoncs2@longwood.edu)).

**OFFICE OF STUDENT RESEARCH**

**2019-20 STUDENT FUNDING AWARD**

**FOR RESEARCH AND TRAVEL APPLICATION**

**TO BE COMPLETED BY THE STUDENT(S) APPLYING FOR FUNDING.**

Students should electronically complete and submit a **PDF (no larger than 2 MB)** of the application, along with relevant attachments, including the Faculty Acknowledgement Form, to Amorette Barber [barberar](mailto:barberar)[@longwood.edu](mailto:andersoncs2@longwood.edu), **by October 4, 2019 at 5:00 p.m. for consideration for Round 1 and November 1, 2019 by 5:00 p.m. for Round 2.** Late or incomplete applications will be penalized. Please direct questions to Amorette Barber, Director, Office of Student Research ([barberar](mailto:barberar)[@longwood.edu](mailto:andersoncs2@longwood.edu)).

The maximum award is **$500** for single researchers, **$1000** for two co-researchers and **$1500** for three co-researchers.

**PART 1. STUDENT INFORMATION**

**Complete co-researcher information if applicable. The first person listed will be the contact person for the group and should submit the application form.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | Undergraduate or Graduate Student? | |  | | | |
| Department |  | Email |  | | | | |
| Co-researcher #1 |  | Undergraduate or Graduate Student? | | |  | | |
| Department |  | Email |  | | | | |
| Co-Researcher #2 |  | Undergraduate or Graduate Student? | | |  | | |
| Department |  | Email |  | | | | |
| Faculty Mentor |  | Email |  | | | | |
| Title of Project |  | | | | | | |
| Are you applying for research or travel funding? Choose ONE. If you are applying for travel funding, state the name of the conference, location of the conference and the conference dates below. | | \_\_\_ Research Funding | | | | | \_\_ Travel Funding |
|  | | | | | | | |
| Check one for round of funding | | \_\_\_ Round 1 | | | | \_\_\_ Round 2 | |
| Indicate current semester and year | | \_\_\_ Fall \_\_\_ Spring | | | | Year:\_\_\_\_\_\_\_\_\_ | |

**FUNDING REQUEST SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| Total amount requested from OSR (per maximum amounts described above) | $ | | |
| Total amount of budget (Proposed Budget Total) | $ | | |
| Funding difference (if Proposed Budget Total exceeds Amount Requested) | $ | | |
| If you have a funding difference, how will you fund the additional amount? (i.e. departmental funds, personal funds, a different funding source? | | | |
|  | | | |
| Have you received student funding from the Office of Student Research this academic year? | | \_\_\_ Yes | \_\_\_ No |

**ACKNOWLEDGEMENTS AND ATTACHMENTS CHECKLIST: Applications will be penalized for failing to provide relevant documents.**

|  |  |  |
| --- | --- | --- |
| **IRB**: Does your research involve human subjects? If yes, attach documentation (i.e. email) of Institutional Review Board exemption or approval**.** See <http://bit.ly/2v5aXUt> | \_\_\_ Yes | \_\_ No |
| **IACUC**: Does your research involve animal subjects? If yes, attach documentation of Institutional Animal Care & Use Committee’s approval (cover sheet only). See <http://blogs.longwood.edu/iacuc/> | \_\_ Yes | \_\_ No |
| **Conference**: Are you seeking funds to present at a scholarly conference? If yes, attach copy of your conference abstract **OR** confirmation of abstract acceptance to conference. | \_\_ Yes | \_\_\_ No |
| **Student Research**: I confirm that I am undertaking **student research and creative inquiry,** where a student develops a research question/thesis/problem/purpose of a project, conducts an inquiry or investigation using sources as evidence and share the results, which includes creative projects or performance. | \_\_ Yes | \_\_\_ No |
| **Post-Award Performance Report:** I understand that I am required to submit the Post-Award Performance Report by the deadline indicated in my Notification Form, if funded. | \_\_ Yes | \_\_\_ No |
| **Budget**: Have you completed the Itemized Budget for this application? | \_\_ Yes | \_\_\_ No |
| **Faculty Recommendation**: Have you obtained and included a faculty recommendation? | \_\_ Yes | \_\_\_ No |
| Do you give your permission to use information from this form in a release as well as promotional materials for OSR? | \_\_ Yes | \_\_\_ No |

**SIGNATURES**

|  |  |
| --- | --- |
|  |  |
| **Signature of Student Researcher** | **Date** |
|  |  |
| **Signature of Co-Researcher #1** | **Date** |
|  |  |
| **Signature of Co-Researcher #2** | **Date** |

**PART 2: PROPOSAL INFORMATION**

|  |
| --- |
| 1. Purpose of project: What is the research question or purpose of the project for which you are seeking funding? How does it relate to your research interests? How will you go about undertaking the project (i.e. what method or approaches will you use?). Answer must use language suitable for a reader outside your discipline. (250 words max) |
|  |
| 2. Background: What does the literature say about your topic? The literature is the scholarly writing (i.e. peer-reviewed articles, scholarly books, conference proceedings, etc.) on a topic. Answer must use language suitable for a reader outside your discipline. (150 words max) |
|  |
| 3. Significance: What does your project bring to the existing scholarly conversation on the topic as reflected in the literature? How is your research or creative inquiry project novel and what will it add to your discipline? Answer must use language suitable for a reader outside your discipline. (150 words max) |
|  |
| 4. Preparation: List relevant courses you have taken or experiences you have had and explain how they have prepared you to undertake the project. Answer must use language suitable for a reader outside your discipline. (150 words max) |
|  |
| 5. Benefits: How will you benefit from undertaking this research? Answer must use language suitable for a reader outside your discipline. (150 words max) |
|  |
| 6. Rationale: Explain why you need funding for this project. Give specific reasons. Answer must use language suitable for a reader outside your discipline. (150 words max) |
|  |

**PART 3: PROPOSED BUDGET**

*Students are strongly encouraged to consult their faculty mentors and/or the Office of Student Research when constructing their budgets.*

**For Travel:**

Meals and Lodging:

* Find the Per Diem Rate for lodging and meals for your destination using this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> .
* Calculate your lodging and meal costs using the following formulas and enter in table below:

Meal costs=Number of travel days X Meal per diem rate for destination

Lodging costs=Number of travel days X Lodging per diem for lodging for destination

Mileage:Calculate mileage at $.535 per mile. Mileage=Total miles (mileage to and from destination) X $.535.

Ex. 150 miles X $.535=$80.25

**Itemized Budget**: List **all items** and calculate and **list** **all costs** for the project, even if they exceed the maximum award amount (see Funding Request Summary).

**Students must calculate costs for lodging, meals and mileage and show calculations. Round all figures to the nearest dollar. Students must include links for calculation and costs of materials. Add additional rows if necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category/Item** | **Calculation of expenses: Show calculations and include links for costs.** | **Requested**  **Amount** | **Where will you get funds for this amount?** |
| *Ex. Lodging* | *Destination: Atlanta, GA; 3 days X $166 per day=$498.00* | *$498.00* |  |
| Meals |  |  |  |
| Lodging |  |  |  |
| Mileage |  |  |  |
| Transportation |  |  |  |
| Parking |  |  |  |
| Research Materials |  |  |  |
| Other (please describe under Calculation of Expenses) |  |  |  |
|  | **Total Cost** | **$** |  |

**OFFICE OF STUDENT RESEARCH**

**2019-20 STUDENT FUNDING AWARD**

**FOR RESEARCH AND TRAVEL APPLICATION**

**FACULTY MENTOR RECOMMENDATION**

**TO BE COMPLETED BY THE FACULTY MENTOR.**

Faculty mentors should complete the Faculty Recommendation and this form should be included in the student’s application. A student’s application will be penalized for the absence of the faculty acknowledgement.

**FACULTY INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Student Applicant(s) |  | | | | |
| Faculty Mentor |  | Email |  | | |
| Department |  | | | | |
| Please evaluate the potential importance of the proposed project. Please also comment on the ability of the student(s) to successfully complete the proposed project and how the student(s) will benefit from completing this project. | | | | \_\_ Yes | \_\_\_ No |
|  | | | | | |
| **I have reviewed my student’s application and confirm the following:** | | | | | |
| **Viability**: I confirm that the student requests funds for a **viable** research project that would benefit from funding. | | | | \_\_ Yes | \_\_\_ No |
| **Requirements:** I understand that the student is required to present at the Student Showcase for Research and Creative Inquiry, the Graduate Student Symposium, or a similar presentation venue and complete the Performance Report. | | | | \_\_ Yes | \_\_\_ No |
| **Costs:** I have reviewed the application and confirm that the costs are reasonable for the project**.** | | | | \_ Yes | \_\_\_ No |
| **Funding Difference:** If the student’s budget exceeds $500, I can confirm that the student can fund the difference from the following additional sources: | | | | \_\_ Yes | \_\_\_ No |
|  | | | | | |

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| Faculty Mentor Signature | Date |

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**STUDENT FUNDING AWARD EVALUATION RUBRIC**

\*\*The Student Research Advisory Council will evaluate applications based on the following application rubric. This section is for your information only. Please leave this section blank.\*\*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Excellent** | **Above Average** | **Average** | **Below Average** | **Poor** |
| **Purpose of project:** Clearly explains the purpose of the project, its relationship to the student’s research interests and the methods s/he would use to undertake the project | 20 | 16 | 12 | 8 | 4 |
|  |  |  |  |  |  |
| **Background:** Clearly explainswhat others have said about the topic | 10 | 8 | 6 | 4 | 2 |
|  |  |  |  |  |  |
| **Significance:** Clearly explains what the project brings to the scholarly conversation | 10 | 8 | 6 | 4 | 2 |
|  |  |  |  |  |  |
| **Preparation:** Clearly explains how courses and experiences have prepared the student to undertake the project | 10 | 8 | 6 | 4 | 2 |
|  |  |  |  |  |  |
| **Benefits:** Clearly explains the benefits the student will receive from undertaking the project | 10 | 8 | 6 | 4 | 2 |
|  |  |  |  |  |  |
| **Rationale and Budget:** Clearly explains why the student needs funds for the project and presents itemized and documented expenses that reflect state guidelines and reasonable expenditures | 10 | 8 | 6 | 4 | 2 |
|  |  |  |  |  |  |
| **Faculty acknowledgement:** Confirms that student requests funds for a viable research project, that the student is able to successfully complete the proposed project, and that the faculty mentor has reviewed and confirmed costs and confirmed funding of difference (if applicable). | 10 | 8 | 6 | 4 | 2 |