

Sam Houston State University
College of Science and Engineering Technology (COSET)
Undergraduate Research Awards

Application Instructions for Funding to Conduct Research

Please pay careful attention to these guidelines and the guidelines in the **About the Program** document. Incomplete applications and applications that do not meet the guidelines will be rejected. The deadline for this round of applications is **5:00 pm on Monday, October 3, 2016**. Research must be conducted and completed during the fiscal year, which ends Aug. 31, 2017. Applications must be applications to conduct research. There is a separate application for funds to present research. A complete application will consist of:

- **Cover Page, Budget and Budget Justification Form, and Proposal Narrative**, submitted electronically as a single file (.docx or .pdf) to Dr. Anne Gaillard, argaillard@shsu.edu,
- A letter of support from the students' faculty mentor, sent by the faculty member to Dr. Anne Gaillard, argaillard@shsu.edu, and
- A signed copy of the Cover Page, submitted to the Dean's office (LDB 200). (You may omit this item if your electronic submission contains all requested signatures.)

Proposal Narrative instructions: The Proposal Narrative must consist of the following two items.

- Narrative consisting of no more than 4 one-sided, single-spaced pages with 12-point font and 1-inch margins and containing the following sections:
 - Background and history of the project,
 - Project objectives,
 - Methods/approach and projected timeline,
 - Significance of results, and
- Works Cited page (no page limit).

Please write in an interdisciplinary manner, as your application will be reviewed by a panel of members in the College of Science and Engineering Technology, not necessarily from your department. Your application will be judged on the following items:

- Interdisciplinary Summary on Cover Page (10%)
- Background and history of the project (20%)
- Project objectives (20%)
- Methods/approach and projected timeline (20%)
- Significance of results (10%)
- Qualifications of applicant (10%)
- Overall understandability of proposal to an interdisciplinary committee (10%)

A typical research award is \$700-1200. Awardees may have their Interdisciplinary Summaries posted on the College of Science and Engineering Technology webpage. Awardees are expected to present their research at the Sam Houston Undergraduate

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Research Symposium and deliver a final report on their research findings to the College of Science and Engineering Technology by August 31, 2017. Failure to submit a final report by the August 31 deadline may result in future ineligibility for an undergraduate research award.

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Application for Funding to Conduct Research
Cover Page

Student Name

SHSU ID

SHSU Email

Major Program & Department

Project Title

Amount Requested

Interdisciplinary Summary of Proposed Project

Student Signature & Date

Faculty Mentor Signature & Date

Department Chair Signature & Date

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Application for Funding to Conduct Research
Budget and Budget Justification Form

Student Name

SHSU ID

Faculty Mentor Name

Budget

Equipment

Amount

Description

Salary/stipend (if applicable)

Amount

Description

Other

Amount

Description

Total Budget Request

Budget Justification (i.e. detailed itemization of proposed costs listed above and explanation of why these items are necessary for the project)