**Application Instructions for Projects to Conduct Research**

Please pay careful attention to these guidelines. Incomplete applications and applications that do not meet the guidelines will be rejected. One original, signed copy of the application should be submitted to the Dean’s office (LDB 200) and an electronic copy of the application should be submitted to the Chair of the Committee (Dr. Velvet Nelson, [vnelson@shsu.edu](mailto:vnelson@shsu.edu)) no later than 5:00pm on Friday October 18. Research projects must be conducted and completed during the fiscal year, which runs from Sept. 1, 2013-Aug. 31, 2014.

A complete application will consist of:

* Application cover page (with mentor and chair approval signatures and dates on the original hard copy),
* Proposal narrative consisting of no more than 4 one-sided, single-spaced pages with 12-point font and 1-inch margins and including the following sections:
  + Background and history of the project
  + Project objectives
  + Methods/approach and projected timeline
  + Significance of results
* Works cited page,
* Budget and budget justification form, and
* A letter of support from the students’ faculty mentor.

**Application for Projects 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

**Application for Projects to Conduct Research**

**Budget and Budget Justification Form**

Student Name

SHSU ID

Faculty Mentor Name

Budget

Equipment

Amount

Description

Research-related travel

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)