

# PROPOSAL REQUIREMENTS

## Penn State Behrend 2018 Undergraduate Student Summer Research Fellowship

The purpose of this program is to encourage and support undergraduate research opportunities.

Proposals must be developed in conjunction with a member of the Penn State Behrend faculty.

Proposals must be submitted electronically at [behrend.psu.edu/StudentGrant](http://behrend.psu.edu/StudentGrant) using the template at [behrend.psu.edu/GrantApplication](http://behrend.psu.edu/GrantApplication) to your school director (with the approval of your cooperating faculty member) on or before February 9, 2018. No late submissions will be accepted. Awards will be announced March 9.

Research funding is **limited to \$1,200 per student**, and may consist of one project or a combination of projects. Projects should be designed for completion between May 7 and August 17, 2018.

### 1. ELIGIBILITY

Two- or four-year Penn State Behrend majors. Students must intend to complete their degree at Penn State Behrend.

### 2. CRITERIA

- scholarly merit
- potential to expand undergraduate educational experience
- relevance to cooperating faculty member(s) research activities

### 3. BUDGET

*Use the required form in the Grant Application packet*

- wages
- fringe benefits on wages
  - 0.10% for students taking **at least 4 credits** in summer 2018
  - 7.9% for students taking **less than 4 credits** in summer 2018
    - Total amount available for wages *divided by* 1.079 - \*Wages
    - Total amount available for wages *minus* \*Wages = Fringe Benefits
- supplies
- travel related directly to the research (but not conference travel)
- copying/printing/poster supplies
- payment of human subjects
- other costs

### 4. REVIEW

Prior to review by the senior associate dean, school directors should arrange for the review and priority ranking of proposals within their school.

**Prioritized submissions from each school should be forwarded to the associate dean no later than February 23, 2018.** Title page (see section 5), eligibility (see section 1), and proposed budgets (see section 3) should be checked for accuracy and consistency with guidelines before being forwarded.

**Approval of the project is contingent upon the availability of research funds. The proposed budget is a request and the actual fiscal support for the project will be reviewed by the senior associate dean.**

Awards will be made on a collegewide competitive basis.

5. **FORMAT** (*Use the template at [behrend.psu.edu/GrantApplication](http://behrend.psu.edu/GrantApplication). You may copy and paste into the document.*)

**Title Page**

Using the form in the packet, complete the title of proposed research; name, e-mail address, mailing address, phone number, Behrend major, and PSU ID of student investigator(s); name of cooperating faculty member(s), title(s), and e-mail address(es).

**Abstract**

Limited to 200 words or less describing the research, its importance, and anticipated outcomes.

**Introduction**

Limited to one page, including background information with appropriate references and the objectives of the proposed research.

**Problem Statement and Research Plan**

Provide a clear statement of the problem being addressed and how you propose to approach the problem to meet your objectives.

**Anticipated Outcome**

State the potential value or significance of the proposed research.

**Justification for multiple students (if applicable)**

Indicate role of each student on grant.

**Budget**

**Use the *Undergraduate Research Budget* form which is included in the packet, and provide a clear, detailed accounting of anticipated expenditures; this should not exceed \$1,200 per student.**

**Résumé**

Provide a one-page summary of your background and relevant experience. Include your local, permanent, and e-mail address; and phone number.

**The proposal, including all those items listed above, should not exceed nine double-spaced pages.**

## 6. SARI TRAINING

**Before research is begun or grant funds can be expended**, the University requires that you complete the online training program (if you have not already done so) related to Scholarship and Research Integrity (SARI). The training modules are located on the SARI Portal (<http://www.research.psu.edu/training/sari/>).

## 7. REPORTING

A written accounting of your research program should be forwarded to the associate dean on or before November 30, 2018. Please complete the *Undergraduate Student Research Project Final Report* located at <http://behrend.psu.edu/research-outreach/student-research> and submit it electronically to itk2@psu.edu.

## 8. UNDERGRADUATE CONFERENCE

*All students receiving grants are expected to participate in the 2019 Undergraduate Research and Creative Accomplishment Conference.* Abstracts are to be submitted in accordance with the requirements stated in the Call for Abstracts. Participation can include poster or oral presentations.