Instructions for Completing the Online Application

I. Student information.

The student should enter the personal information requested in this section. Please use an email address you use frequently.

II. Faculty information.

Enter the name of the faculty mentor along with his department and college/school. If the mentor is also associated with a research center, feel free to enter that on the college/school line too. The faculty mentor must be a tenured or tenure-track faculty.

III. Project Information

Select a *short, descriptive* project title. Enter the expected start and completion dates. If you are already working on the project, please enter the date you began working on it.

In order to ensure proper clearance from appropriate review bodies (Institutional Review Board, Institutional Animal Care and Use Committee), please check all boxes that apply to your project. In order to use people, you may have to get approval from the Institutional Review Board. If you plan to use animals in your project, you will need to work with the Institutional Animal Care and Use Committee. Your faculty mentor can help you determine whether or not you need approval and can also assist you with the approval process. For more information:
http://www.fresnostate.edu/academics/humansubjects/index.html

http://www.fresnostate.edu/academics/grants/proposal/policies/iacuc.html

The student should describe the objectives and expected learning outcomes and the methodology or creative focus. The student should also describe the level of effort expected to be put into the project and the level of faculty mentoring and supervision expected.

Remember the reviewers will be evaluating the proposal based on:

- The overall quality of the proposal;
- The significance of the project and merit of the work including the likelihood the project will make a contribution to the student's area of study;
- The appropriateness of the methodology or the creative focus;
- The potential for completion of the proposed project;
- The strength of the proposed mentoring relationship

IV. Budget

Briefly explain how the funds you are requesting for this project will be spent. Remember, funds used as student assistant payments are considered income and could affect financial aid. Check with the Financial Aid office – (559) 278-2182 – for more information.

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V. Total Budget

Please include all sources for the total dollar amount you will need to complete your project for the categories listed; supplies, travel, student assistant funds and other.

VI. Amount Requested

Give a total dollar amount you are requesting from an Undergraduate Studies Research Grant for each category listed.

VII. Budget Narrative

In this section, you are justifying your budget needs and explaining why funds are being used in the manner proposed. The justification for each expenditure should include the dollar value and should explain the nature of the software, equipment, materials, and supplies being used and why they are essential. Travel expenditures must meet university guidelines. Funds may not be used for faculty compensation, faculty travel or to purchase food or gift cards. Half of the funds requested may be used as student assistant funds. All expenditures should be handled by the department office of the faculty mentor. Please remember that all State and Procurement guidelines must be followed. **For more information or questions regarding expenditures and reimbursement procedures, please contact the Office of Academic Resources at 278-3079. Requests for reimbursements should be sent to the Office of Academic Resources, Haak Center, Library 4140, West Wing, M/S ML 54.**