

Schreiner University Undergraduate Scholars

Writing the Research Grant Proposal



Two documents need to be completed and submitted when applying for an Undergraduate Research Grant: the **Research Grant Proposal** and the **Budget Spreadsheet**.

These guidelines will help you prepare a successful Research Grant Proposal.

The Principal Student Investigator's name should appear on both the Research Grant Proposal and the Budget Spreadsheet, and all other co-investigators' names must also be consistent on both documents.

STUDENT GUIDELINES for completing SECTION 1 of the "Research Grant Proposal"

☐ **PROJECT DESCRIPTION**

This paragraph should clearly mention the following: (1) state the **objectives** of the research / creative project, (2) describe the **methods** used, (3) discuss the **intellectual merit** of the work being presented, and (4) identify the expected **outcomes** (i.e., publication, performance, exhibition, poster session, or conference presentation). The paragraph should be clear, concise, and appropriate for interdisciplinary faculty review (i.e., technical terms that may be unfamiliar to Committee members from other disciplines should either be minimized or explained in layman's terms).

Suggestion: Be sure that your project description describes (1) what was done, (2) how it was done, (3) why it matters, and (4) how the results will be publicized.

If available, please *also* include any formally accepted summary / abstract of the research that you will present.

☐ **TIMELINE AND VENUE**

This section should identify: (1) dates for the conference and your travel, (2) the destination city and state for this event, and (3) the organization hosting the conference.

☐ **BUDGET NARRATIVE**

You will need to submit a **Budget Spreadsheet**¹ along with your Research Grant Application (separate form posted on the Undergraduate Research website), which includes a tabulation of anticipated versus actual expenses. The **Budget Narrative** section provides a clear justification for each item listed on the Budget spreadsheet, i.e., each listed item should correspond to an item in the Budget Spreadsheet.

Make sure that this section is consistent with your Budget Spreadsheet before you submit both documents for review.

¹ On the Budget Spreadsheet, you will need to include: a brief description quantity, unit cost, and subtotal cost. The "Total" should reflect the overall cost of the travel and presentation. On this spreadsheet, you may also list funding from other sources (do not include personal funds)

FACULTY SPONSOR GUIDELINES for completing SECTION 2 of the “Research Grant Proposal”

To support your student’s grant proposal and to increase the likelihood of its success, please write a project recommendation statement (1-2 paragraphs) that addresses the following areas:

- ☐ Student’s readiness for the project
- ☐ Verification of student’s academic “good standing”
- ☐ Probability of completion within the proposed timeframe
- ☐ Budget accuracy
- ☐ Expected outcomes (e.g., publication, performance, poster session, conference presentation)
- ☐ Description of faculty involvement with the project

Upon completion of Section 2, the Principal Student Investigator must submit the grant proposal to the Chair of the Undergraduate Research Committee, Dr. Mary Grace Antony (mgantony@schreiner.edu).