

ST. CLOUD STATE UNIVERSITY
OFFICE OF RESEARCH AND SPONSORED PROGRAMS

STUDENT GRANT SCHOLARLY PROJECT PROPOSAL NARRATIVE

Instructions: Please complete the following narrative questions and budget spreadsheet. Electronic signatures are preferred. Submit signed PDF document in Huskies Connect application.

PROPOSAL NARRATIVE

Student PI First Name: _____ Student PI Last Name: _____

Co-Student PI First Name: _____ Co-Student PI Last Name: _____

Faculty Mentor Name(s): _____

Project Title: _____

1. Project Description: *What is your research question/creative activity goal?*

2. Project Significance: *Explain how your research question/creative activity fit within your discipline or aligns with your coursework or degree requirements? (i.e. research, methodology, nature, research approach, fieldwork):*

3. Husky Compact: Explain how the project demonstrates the various dimensions of the Husky Compact (think creatively and critically, seek and apply knowledge, communicate effectively, integrate existing and evolving technologies, engage as a member of a diverse and multicultural world, act with personal integrity and civic responsibility).

4. Project Objective: Clearly identify the objective(s) of the project and explain how they enable you to answer your question or reach your goal.

5. Methods: What methodology will you use? How will you collect your data or perform your creative activity?

6. Analysis and Assessment: *How will you analyze your data or assess your activity?*

7. Project Plan: *Explain your timeline and demonstrate that you can complete the project within your timeframe.*

8. Budget Justification: *Explain how the grant budget will be used and justify each expense's connection to the project.*

9. Dissemination: *Explain plans for professional presentations, publications, etc. (include plans for all students and mentors).*

APPLICATION SUBMISSION CHECKLIST

Submit complete applications in Huskies Connect, and INCLUDE all of the following in PDF format:

- Student Grant Application (complete in Huskies Connect)
- SIGNED Proposal Narrative, Budget Spreadsheet, and Evaluation Form (completed by review committee) as PDF document
- Budget Justification Documentation (i.e. quotes or verification of item prices in PDF format)

ACCEPTANCE OF ROLES AND RESPONSIBILITIES

Each student grant must be sponsored by a Faculty Mentor to support, guide, and mentor the student(s) throughout the project. Student investigator(s) and faculty mentor(s) must agree to all by signing associated roles and responsibilities outlined below.

As student investigator(s), I understand the following roles and responsibilities:

- I attest that to my knowledge all information is correct.
- I have proofread my proposal prior to faculty review.
- I agree that I have had my faculty mentor review and proofread my proposal prior to submission.
- I agree to abide by all research award guidelines.
- I agree to discuss and work alongside my mentor(s) to complete the proposed project.
- I agree to follow all spending guidelines.
- I agree to register for and present the results of my project at Huskies Showcase in April.

Signature of Student Investigator

Date

Signature of Co-Student Investigator

Date

As Faculty Mentor(s), I understand that I play a vital role in the educational experiences that socialize students into the culture of being a professional in their discipline. A mentor guides and assists students with defining the scope of the project, determining the best research or creative methods to achieve the desired goals / outcomes of the project, and suggesting / obtaining resources to complete the project. I understand the following roles and responsibilities:

- I agree to be an active mentor in the student's project.
- I have reviewed and proofread the proposal prior to submission.
- I agree to assist the student in preparation for their Huskies Showcase presentation.

Signature of Faculty Mentor

Date

Signature of Faculty Mentor

Date

STUDENT SCHOLARLY PROJECT BUDGET SPREADSHEET

INSTRUCTION: Complete the budget worksheet to estimate the total costs for your project. Complete the blue highlighted fields as needed. **Maximum budget request is \$1000.** *Quotes or copies of all receipts must be submitted with grant application.

Student Investigator: _____

Project Title: _____

Project Dates: _____

SUPPLIES	DESCRIPTION/JUSTIFICATION	UNITS	COST PER UNIT	TOTAL REQUESTED

*Disallowed costs: Digital Recorder, Poster Printing, or Poster Tubes, Sales Tax **TOTAL SUPPLIES:**

OTHER EXPENSES	DESCRIPTION/JUSTIFICATION	UNITS	COST PER UNIT	TOTAL REQUESTED

TOTAL OTHER EXPENSES:

TRAVEL	DESCRIPTION/JUSTIFICATION	UNITS	COST PER UNIT	TOTAL REQUESTED

TOTAL TRAVEL:

TOTAL AMOUNT REQUESTED:

Please list other funding sources with amounts that have been secured for this project.

TOTAL OTHER FUNDING: \$ _____

TOTAL PROJECT COST: \$ _____

SCHOLARLY PROJECT EVALUATION FORM

REVIEWER USE ONLY

Student Investigator(s) _____

Total Amount Requested: \$ _____

A. Using a scale of 0-5 points, evaluate how well does the proposal meet the following criteria.

	POOR 0	1	2	3	4	Excellent 5
Objectives of research/creative activity are clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research aligns with discipline or degree requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project demonstrates the various dimensions of the Husky Compact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Methods and analysis are appropriate to objectives, appropriate to discipline, well-defined, and achievable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project plan and budget have a realistic timeline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget is itemized, realistic, appropriate, and calculated correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissemination plan is well articulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical writing skills; professional proposal, spell checked, submitted without typos, and reviewers outside the applicant's discipline are able to fully understand the proposed work/project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Other evaluation factors

Applicant(s) have received previous student grants:

YES (0 points) NO (3 points)

Applicant(s) completed all questions on proposal:

YES (3 points) NO (0 points)

Total Points: _____

REVIEWER RECOMMENDATION

- Fund
- Partial Funding

Amount: _____

Not Recommended

Reviewer Comments: