STUDENT RESEARCH GRANT PROGRAM
Guidelines and Instructions
Application Deadline: Tuesday, September 24, 2024, 5:00 P.M.

Program Description

The Center for Student Research (CSR) makes available grants up to $500 to support undergraduate and graduate student research at Texas Woman's University. This is a competitive award and only one research grant per student will be awarded per academic year (includes fall, spring, and summer). Requests to the Research Grant Program should be a collaborative effort between the faculty mentor and the student investigator. Only one application per student per competition is allowed.

Eligibility

The applicant must be a currently enrolled student at TWU with a TWU faculty member who has agreed to serve as their research mentor. ***IRB or IACUC approval required research must have an IRB or IACUC application submitted and/or approved PRIOR to this application submission and the submission number MUST be supplied. PRIOR TO USE OF CSR FUNDS, THE PROJECT MUST HAVE FULL IRB OR IACUC APPROVAL.***

Application Instructions

- **Significance:** Provide specific information describing how this award will support and/or enhance your research. Be specific regarding how these funds might lead to publication, presentation, or contribute to the research experience. It is strongly recommended that you proofread your document prior to submission as the review committee will look unfavorably on applications with typographical and grammatical errors.

- **Project Explanation:** Provide an explanation of your goals, approach or methodology, timeline, and dissemination plan in layman's terms. While this section should be succinct, it needs to be thorough and detailed enough for the reviewers to understand what you are planning to do. The start and end dates may extend beyond the date of the award, **but the funds awarded must be expended during the semester that the award is funded.**

- **Budget:** Each item must include a detailed description and quantity of items needed. **The cost of shipping must also be included in the budget.** The total amount requested MUST NOT exceed $500. This program does not support the following: student stipends or salary, conference travel, travel to present research, data entry, transcription, editing, data analysis, food, reference materials, or laptops/tablets. If a specific device and/or software is needed, please check within your department (prior to applying) to ensure your requested item is not already available. ***If software and/or a device is requested, please have approved through TWU IT and include approval with the application.*** Any equipment ordered for your research will become property of the department and recorded as such with Asset Management. A narrative budget justification must be included to explain how the items fit with the research design. If the project costs exceed $500, **explain what other sources of support are available.**

Submission Instructions

The completed application form signed by the student, faculty mentor, and department chair (or equivalent) must be emailed to studentresearch@twu.edu by the application deadline. **Students are expected to fill out the application with *guidance* from their faculty mentor.** Faculty mentors are not to complete the application for the student. The application and any attachments must be emailed as .pdf documents to studentresearch@twu.edu with "CSR Research Grant Application" in the subject line. ***Any application that is incomplete, hand-written, not signed, does not meet the deadline, and/or does not follow the instructions will not be reviewed.***

Review and Notification

Applications will be reviewed by the Center for Student Research Advisory Board after the deadline. Applicants will be notified as soon as possible. **Awardees will be expected to provide the CSR detailed information regarding expenditures within three weeks of award notification and all awarded funds must be expended by December 13, 2024**

Reporting and Acknowledgment Requirements

Each awardee must complete a report at the end of the funding period. The Center for Student Research will email the student investigator and faculty mentor to request the report and provide a template and deadline for submission. Please acknowledge the CSR in research presentations or publications where the CSR has provided funding. Example: *This research is supported, in part, with funding from the TWU Center for Student Research.*

CENTER FOR STUDENT RESEARCH
TEXAS WOMAN'S UNIVERSITY

Application Deadline: Tuesday, September 24, 2024, 5:00 P.M. Please read and follow all guidelines and instructions.

STUDENT INFORMATION

Name:

Department:

Phone Number: **TWU Email:**

Classification: ☐ Undergraduate ☐ Post-Bac ☐ Master's ☐ Doctoral

FACULTY INFORMATION

Name:

Department:

Phone Number: **TWU Email:**

STUDY INFORMATION

Title of Study:

Projected Start Date: **Projected End Date:**

Human Subjects (IRB) approval needed?   ☐ Yes   No   If yes, Protocol #:

Animal Care & Use Committee (IACUC) approval needed?   Yes   No   If yes, Protocol #:

SIGNIFICANCE

PROJECT EXPLANATION

A. Goals

B. Approach/Methodology

C. Timeline and Dissemination Plan

CENTER FOR STUDENT RESEARCH
TEXAS WOMAN'S UNIVERSITY

1. $ 0.00
2. $ 0.00
3. $ 0.00
4. Shipping (Total shipping amount must be included, if applicable.) $ 0.00
TOTAL: $ 0.00

BUDGET JUSTIFICATION

SOURCES OF ADDITIONAL SUPPORT (IF ANY)

_____
Signature of Student Investigator

_____
Signature of Faculty Mentor

_____
Signature of Chair/Lead/Director/Associate Dean

Email completed application to the Center for Student Research (studentresearch@twu.edu).