

College of Science and Mathematics

Student Research Funding

INSTRUCTIONS FOR PROPOSALS

1. **A separate proposal must be submitted for each research project for which you are requesting funding.** Do not submit combined requests for multiple research projects. Incomplete or combined proposals will not be considered.
2. The proposal must be based on **one or both of the following**:
 - a request for funding to support student presentation of research findings at a scientific meeting sponsored by a professional organization that is explicitly related to a specific field of science relevant to the research project;
 - a request for funding to defray page charges for a manuscript presenting the findings of a scientific research project when all of the following conditions have been met:
 - ✓ the manuscript has been published or accepted for publication in a peer-reviewed journal specifically related to a field of science relevant to the research project;
 - ✓ a student who was substantively engaged in the research project and/or the preparation of the manuscript is listed as one of the authors of the manuscript; and
 - ✓ an invoice listing the page charges is in hand.
3. In the **Activity Description**, explain clearly how the activity will benefit the student(s), the department and the college, and Augusta University.

For proposals to support funding for a student to deliver a presentation at a scientific meeting, do all of the following:

- a) Identify the conference at which the student(s) will be presenting and the presentation date or the conference dates.
- b) Explain how the oral or poster presentation was selected. (Were you/the student(s) invited to present? Was there a jury selection or other screening process?)
- c) Indicate clearly the name(s) of the student(s) who will be making the oral or poster presentation at the conference.
- d) Submit an abstract for the presentation (do not submit the entire presentation materials).

For proposals to support funding to defray page charges, do all the following:

- a) Identify the peer-reviewed journal in which the manuscript has been accepted for publication and the expected timing of the publication.
- b) Indicate the name(s) of the student(s) included as authors on the paper.
- c) Provide documentation of the page charges.
- d) Submit an abstract for the paper (do not submit the entire paper).

4. On the **Budget Worksheet**, itemize all expenses (*e.g.*, conference registration, travel and lodging, and/or

page charges) and list all other sources of funding that have been awarded or requested for the activity. Some additional funding sources are listed on the worksheet. *You are encouraged to request funding from multiple sources.*

5. Students should keep in mind that your faculty research mentor will need time to review the proposal for accuracy and completeness. **Have your faculty mentor sign off in support of your proposal, and then secure signed approval of the Department Chair for your major.**
6. **Scan the proposal to PDF format. The faculty mentor should submit it to Shogo Mori (smori@augusta.edu).** The deadline for submitting the completed proposal is listed in the Call for Proposals.
7. After the research-related activity is completed, a **follow-up** report summarizing the student's activities and providing appropriate documentation (*e.g.*, presentation information from the conference program or a letter from a journal editor of intent to publish a manuscript, and an invoice for page charges from a journal editor) to
 - the designated administrative assistant of the faculty mentor's home department;
 - **Shogo Mori** (smori@augusta.edu), Committee Chair; and
 - **Rita Patel** (rpatel13@augusta.edu), CSM Business Operations Specialist.
8. Please note that **all travelers must submit a Travel Authorization Form before traveling** in order to be eligible for reimbursement. Consult your faculty mentor or the department administrative assistant for assistance with completing the form.

Failure to submit this report may disqualify the faculty research mentor from future consideration for support of student research by the Committee for Student Research Funding.

ACTIVITY DESCRIPTION

Research activity for which funding is requested:

Name and Department of Faculty Mentor:

Name of Student(s) and Major(s):

1. If the purpose of the requested funds is to support student presentation of research, provide the title of the presentation, indicate whether poster or oral presentation, and include an abstract for the project. **Indicate if it has been accepted** (if not, indicate when you expect to be notified). Also, provide the name of the professional meeting and a URL to the conference homepage.

2. Will any of the work from this research project be included in submission of a proposal for external funding? If so, explain, providing pertinent details.

3. Will any of the work from this project be submitted for publication in a peer-reviewed journal? If so, which journal, and what is your goal for the date of submission?
4. If the purpose of the proposal is to defray page charges for publication of a completed manuscript in a peer-reviewed journal, you must:
- provide the name of the journal in which the manuscript has been published or accepted for publication and the date of acceptance or publication;
 - provide documentation that the student(s) is/are listed as an author of said manuscript; **and**
 - attach to the proposal a scanned copy of the invoice detailing the page charges required to publish the manuscript.

BUDGET WORKSHEET

CONFIRMED EXPENSES

Amount

<i>Conference Registration</i> (____ student(s) @ \$ ____ each) = total cost →	
<i>Airfare</i> (____ people @ \$ ____ each) = total cost of air travel →	
<i>Ground transportation</i> (bus, shuttle, taxi) = total anticipated cost →	
<i>Car Rental</i> Car rental cost comparison is required if round-trip mileage exceeds 400 miles. Rental is required if cost of travel by privately owned vehicle is greater. Employee request for rental car click here . Dates to be Rented: _____ (Total rental cost for the trip, taxes and fees and estimated fuel included) →	
<i>Travel by Personal Auto</i> For round-trip mileage 400 miles or less, traveler has the option of driving their POV (Privately Owned Vehicle) or renting a car. (# vehicle(s) ____ @ 0.76/mile for ____ miles round trip) = total anticipated cost →	
<i>Hotel*</i> *Room cost may be reduced by choosing a hotel located near but not at the conference site. Amount awarded cannot exceed the per diem allowed by the state of Georgia . *Students must share rooms or explain why not in "Additional Information" section below. (Total # of rooms x \$ ____ per room for ____ nights, taxes and feeds included) →	
<i>Page Charges</i> (____ pages @ \$ ____ each) = total cost →	
GRAND TOTAL for Expenses:	

ADDITIONAL FUNDING SOURCES	Requested? Y/N	Amount Requested	Amount Awarded
SGA Funding for Undergraduate Student Travel			
SGA Funding for Graduate Student Travel			
CURS Grant for student research (travel)			
Faculty Mentor's Home Department			
Funds from host organization of the conference/activity			
Other source, such as funding from a grant:			
TOTAL Funding Awarded by Other Sources →			

TOTAL Funding Requested of the College of Science and Mathematics:	
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Additional Information

Provide any additional information or explanation below. Please be concise.

SIGNATURES OF SUPPORT

I certify that I have reviewed this proposal to make sure it is complete and accurate. I acknowledge that incomplete proposals will not be considered for funding.

Signature of Faculty Research Mentor

Date

*I support this request for support from the **College of Science and Mathematics Student Research Funding Committee** to allow this/these student(s) to participate in this activity. I further certify that the Department of _____ in _____ (Name of College) has committed _____ in support of this project.*

Department Chair’s Signature

Date