

College of Science and Mathematics Student Research Presentations

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 either or both of the following:
 - a request for funding to support student presentation of research findings at a conference sponsored by a professional organization that is specifically related to the 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 accepted for publication in a peer-reviewed scientific journal specifically related to the field of science relevant to the research project;
 - a student is listed as one of the authors of the manuscript due to having been substantively engaged in the research and/or the preparation of that manuscript;
 - an invoice detailing page charges is in hand.
3. In the **Activity Description**, explain clearly how the activity will benefit the student(s), the CSM, the department, and Augusta University.

For proposals to support funding for a student to deliver a virtual 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 paper or poster 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 presenting the paper or poster at the conference.
- d) Submit an abstract for the paper or poster (do not submit the entire paper).

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 names of students who are listed as authors of the manuscript.
- 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, page charges) and list all other sources of funding that have been awarded or requested for the activity. *If the cost is expected to exceed \$500, you are encouraged to request funding from multiple sources.*
5. Students who assist in the preparation of the proposal should keep in mind that your faculty research mentor will need time to review the proposal for accuracy and completeness. **Have your faculty sponsor 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 Laurence Miller** (laumiller@augusta.edu), Chair of the Committee for Student Research Funding. **The proposal will be shared with the CSM Office of the Dean.** The deadline for submitting the completed proposal is listed in the Call for Proposals.
7. After the research-related presentation is completed, the faculty research mentor must submit a **follow-up** report summarizing the student's activities and providing appropriate documentation (e.g., presentation information from the conference program or in the case of page charges, an invoice or receipt confirming payment) to the chair of the Student Research Travel Committee, copying Rita Patel (rpatel13@augusta.edu), the CSM Business Operations Specialist. The deadline for submitting that report is also listed in the Call for Proposals. Failure to submit this report may disqualify the faculty research mentor from future consideration for support of student mentees by the Committee for Student Research Travel.

BUDGET WORKSHEET

CONFIRMED EXPENSES

Amount

<i>Conference Registration</i> (____ people @ \$ ____ each)	
<i>Page Charges</i> (____ pages @ \$ ____ each)	
GRAND TOTAL for Expenses:	

ADDITIONAL FUNDING SOURCES	Requested? Y/N	Amount Requested	Amount Awarded
CURS Grant for student research (travel)			
Department			
Student 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 This Committee:	
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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 Committee for the Support of Student Research** 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