

# Roger Williams University

## Undergraduate Research Proposals

### Instructions & Format:

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All Proposals must be generated from the forms available on this site. When submitting proposals electronically, all of the proposal information, including proposal, CV, budget, and cover page, must be in a **single file**.

All pages, except for the Cover Page and the Resume/CV page must be number sequentially (bottom, centered).

The proposal needs to adhere fully to the following outline:

1. Standard Cover Page and Budget Page
2. Detailed information about the research project including:
  - a. description of the project;
  - b. brief review of previous studies directly relevant to the proposed research;
  - c. specific objectives and anticipated outcomes;
  - d. research methods/procedures;
  - e. laboratory space and/or equipment required to complete the project;
  - f. rationale for how funds requested support stated objectives;
  - g. time line for completing research; and,
  - h. cited references.
3. The proposal must state clearly whether or not living subjects are involved in the proposed research. If they are, full description of their role in the research must be provided and written approval from the Animal Care Board must be obtained.
4. The proposal should include MSDS sheets for any hazardous materials utilized in the research and an explanation of the disposal of these materials.
5. The proposal must state whether or not it involves continued funding for an on going project. An application that requests continued funding of a grant that has been awarded by CEED or other funding agency in any previous year must be accompanied by a detailed report of all previous results. This applies even is the previous grant was held by students other than the current applicant(s).

6. The proposal must state whether or not the applicant is a current recipient of funds from another source or has applied to another source for funding of the proposed project. In the event that the project is awarded funding from an alternate source, the equipment or supplies covered by the other grant will not be supported by the CEED funds, although non-duplicated budget items may be considered without conflict.
7. A description of the qualifications, including current *vitae*, of the applicant(s) and, where applicable, any additional participants.
8. The attached Budget including reliable estimates of itemized project costs funded by:
  - a. CEED Student Research Fund
  - b. any other specified source.(Note: Funds will not be allocated for summer housing, student stipends, or travel.)