Provost’s Fund for Student Research
Guidelines
(version 9-1-2017)

The Provost’s Fund for Student Research will award up to $50,000 during the coming academic year, with an approximate 70/30 dollar split between two funding rounds. The purpose of these grants is to encourage students to embark on applied research projects by funding the opportunity to present their work in public forums (priority given to regional and national venues). Under the guidance of a faculty member and working in a focused area, students extend their knowledge and strengthen the skills they have learned in the classroom. The paper or presentation that will share their results should constitute an important achievement that might help them as they apply for future research grants, graduate school or employment.

Nature and scope of the project:
The faculty student collaboration in the project is flexible. The two models that have been used most commonly are:
- Faculty directed projects where the student works under the faculty member in a substantial way.
- Student directed projects where the faculty member serves as mentor and advisor.

The funding request:
- Funding should be targeted at conference/publication/presentation expenses.
- The final project should carry the student’s name in its final form.
- The final project should formally acknowledge the support of the University.

Deadlines:
- Application deadline Round 1: October 15th (Awards made on or about Nov. 1st) for conferences or projects after July 1st of the current fiscal year.
- Application deadline Round 2: February 8th (Awards made on or about Feb. 22nd) for conferences or projects through June 30th of the current fiscal year.

Guidelines:
- Student applicants must be currently enrolled at RWU and in good academic standing. Graduating students will be allowed to attend conferences provided that all funds are expended between May Commencement and June 30th. (Office of General Council can provide a waiver form for graduated students to complete and sign.)
- Grant funds must be expended during the current fiscal year between July 1st through June 30th of the following year.
- Maximum grant amount: $1,200 per student; $1,500 per project. Because funds are limited, they are allocated for the following purposes only (no other expenses will be reimbursed):
  o In most cases, funding of travel will be limited to continental North America and the Caribbean, in order to maximize the usage of the available funds
  o Hotel (sharing in four person rooms where feasible, 2 nights with very limited possibility of extension to a maximum of 3 nights)
  o Major transportation (train, flight, mileage)
  o Conference fees (including membership, if applicable).
• Students and faculty sponsors must understand that funding is dependent upon the number of requests received and the available funds. Requests for reimbursement for conferences between July 1 and Round 1 funding will be reviewed with all other requests in Round 1. While full funding is not guaranteed, the Funding Committee works diligently to fund as many projects as possible.

Application Review Committee:
Applications to the Provost’s Fund for Student Research are reviewed by a committee of three people – the Provost, or his/her designee, the Chairperson of the University Life Committee of the Faculty Senate, or the Chairperson’s designee, and a second faculty member selected by the Senate Elections Committee from the faculty at large by October 1st.

The grant application should be submitted as an E-mail Attachment to the Office of the Provost (lbarry@rwu.edu) and include:
• Application Pages 1-3
• Name, location, and date of presentation (if known)
• Evidence of acceptance for presentation (if not available at proposal submittal, please submit to Provost’s office by Jan. 2nd for Round 1 funding and by May 15th for Round 2 funding)
• Budget listing specific reimbursable activities
• Information on any other funds/grants requested or received for this project
• Abstract: 100 words or less
• Proposal: 1 to 2 page summary of the project, including its current state of completion
• Evidence of acceptance for presentation

At the completion of the project an electronic copy of the final presentation or paper and a detailed expense summary, including original receipts, should be submitted to the Office of Academic Affairs. The final project will be archived in the library.
Title of Project: _____________________________________________________________
For Academic Year: ___________________ Amount Requested: $__________________

Faculty Sponsor: __________________________ Department: ______________________

Student 1: ___________________________ ID: ____________ EMAIL: ________________
Major: __________________ Minor: ____________ Concentration: ________________

Student 2:* ___________________________ ID: ____________ EMAIL: ________________
Major: __________________ Minor: ____________ Concentration: ________________

Faculty Signature: __________________________ Date: ______________
Student Signature(s): __________________________ Date: ______________
________________________________________ Date: ______________

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For office use only

_____ Approved

_____ Denied

Amount: $____________

Comments:

* If additional students seek funding for the same project, please list them on additional cover pages.
Title of Project: __________________________________________________

Name of Conference/Exhibition/Presentation/Publication: ______________________________

Location: ____________________________ Date of anticipated presentation: __________

Has official notice of acceptance been included? ___ Yes ___ No (if no, date expected __________)
(Evidence of acceptance for presentation must be submitted to Provost’s office by Jan. 2nd for Round 1 funding and May 15th for Round 2 funding.)

Comments:

Budget Summary: Hotel $_____ Transportation $_____ Fees $_____ TOTAL $_________

Detailed budget explanation for each expense category:

List sources and amounts of any other funds/grants requested or received for this project:
Title of Project:________________________________________________________

Abstract (100 words or less):

Proposal (1 to 2 page summary of the project, including its current state of completion):