

Fund for the Enhancement of Graduate Research

The Vice Provost for Research, through the Fund for the Enhancement of Graduate Student Research, makes funds available for a variety of purposes. Eligibility, criteria and procedures are described below.

Eligibility: All students currently enrolled, and in good standing, in graduate programs at Western Washington University are eligible to apply for research funding. Students may apply for funding more than once.

Award Amounts: The maximum single award per student is \$1,000.

Purpose of Awards: Graduate student research awards are designed to assist students in accomplishing their thesis work. Requests should be confined to activities or equipment that are essential to the student's thesis work and which are not available to the applicant through the Department. Any equipment acquired using award funds remains University property.

Procedures for soliciting awards: The applicant should prepare a Project Narrative and estimated budget according to the format described below and submit this with the completed cover sheet to their advisor. The thesis advisor will prepare a memo (described below) that provides comments regarding the suitability of the projects for funding as well as the likelihood that the students will realize the goals. Advisors will attach a Current and Pending Support Form to the memo and forward the packet to the Department Chairs and Deans for review and subsequent transmittal to the Vice Provost for Research.

Procedures for awarding funds: The Vice Provost for Research will appoint an advisory committee to review the applications and make award recommendations. Final funding decisions will be made by the Vice Provost for Research. In exceptional cases, the Vice Provost may make discretionary awards outside of the review cycle when the student needs could not have been anticipated in time to allow for normal submission of the request.

Student Proposal Format: Proposal margins must be 1 inch in all directions and use 12 point font. The following sections of the proposal should be clearly identified.

- I. **Project Summary.** A brief summary (*not to exceed 300 words*) of the project to be included on the cover sheet.
- II. **Project Narrative.** (*not to exceed three pages* in length including figures)
 - A. **Background and Significance.** State concisely the problem/question to be addressed by the study. Describe clearly the importance of the problem/question and the impact it will have on the field. Give an overview of the broader significance as well as the immediate impact of the research. Provide appropriate references to the literature.
 - B. **Research Plan.** Outline the intended approach to the problem. What methods will be used? What data will be collected? How will the data be analyzed, etc.? Include preliminary results where appropriate.

III. References. (*not* included in 3-page limit). Provide a *complete bibliographic citation* for each reference cited in the proposal. Consult a discipline-appropriate style guide for proper reference format.

IV. Budget. (*not* included in 3-page limit). An itemized budget is to be included as a separate sheet, and must *include a short justification* of the items requested. A sample budget page follows the cover sheet. Note that the maximum grant amount is \$1,000 and the budget should be prepared accordingly. If funds for the project have been requested from other sources, clearly indicate the specific items that are part of this funding request

Thesis Advisor Memo: Provide a short summary and an assessment of the proposal submitted by your student. *If more than one of your students is applying for funds, include a ranking of the applicants.* In addition to the Criteria for Funding Prioritization listed below, the Advisory Committee is interested in answers to the following types of questions: How does the research impact the discipline? Is it likely the research results will be published? What other funds are available for the research? To this end, the adviser must include a Current and Pending Support Form with the memo.

Criteria for Funding Prioritization: As the Advisory Committee reviews applications for funding, it will consider the following criteria:

- Is the proposal well-defined and clearly presented?
- Are the proposed activities or purchases essential to the student's thesis?
- Is the project manageable within a reasonable time frame for the funding requested?
- Requests for travel funds, including (but not limited to) mileage, per diem, lodging, or travel to professional conferences are unlikely to be approved. Requests for travel must clearly explain why the travel is essential to the thesis project itself.

Committee members will rely on comments from the thesis advisors to assist in their assessments of the proposals. Matching funds from departments are encouraged.

Deadlines: Deadlines for applications will be announced in FAST and in memos sent to department chairs.

**DO NOT
STAPLE**

Cover Sheet
Fund for the Enhancement of Graduate Research

To be completed by the applicant

Applicant name: _____ Student #: _____

Department/Program: _____ Mail Stop: _____

Amount requested: _____ Email: _____

Thesis Title: _____

Project Summary: **Please do not use a font smaller than 12 points.**

Faculty Thesis Chair: _____ Signature: _____
(please print)

Department Chair: _____ Signature: _____
(please print)

College Dean: _____ Signature: _____
(please print)

SAMPLE BUDGET

PROPOSED BUDGET

A) EQUIPMENT

1. Chromatography column (Ace Glass)	\$ 105.00
2. polarimeter cell, 1.0 mL (Rudolph Scientific)	\$ 228.65

B) MATERIALS AND SUPPLIES

1. Silica gel, 1kg (Fisher)	\$ 158.75
2. hexanes, 20L (Fisher)	\$ 238.84
3. ethyl acetate, (4L Fisher)	\$ 82.85

SUBTOTAL	\$ 814.09
Sales tax (8.2%)	\$ 66.76

TOTAL	\$ 880.85
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AMOUNT OF THIS REQUEST (maximum \$ 1000)	\$ 880.65
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JUSTIFICATION

This project involves the synthesis and purification of small quantities of chiral compounds. The chromatography column, silica gel, and solvents (hexanes and ethyl acetate) are necessary to purify these compounds. The polarimeter cell is needed to measure the optical rotations of the synthetic materials. The cells currently available in the department are large-volume cells (>10 mL) and therefore unsuitable for this work. The chromatography column and polarimeter cell are reusable and therefore will be available to other students in the Department at the conclusion of this project.

All other chemicals, reagents and supplies are either available from the Department Stockroom or will be purchased with external grant funds (Dr. J. J. Doe, NSF#####).

**DO NOT
STAPLE**

Thesis Advisor Current and Pending Research Support Form
Please Include:

ALL EXTERNAL PROJECTS – current, pending & planned

1) Support (Check one): Current Pending Submission Planned

Project Title: _____

Source of Support: _____

Total award amount:\$ _____ Period covered: _____

Location of Project: _____

1) Support (Check one): Current Pending Submission Planned

Project Title: _____

Source of Support: _____

Total award amount:\$ _____ Period covered: _____

Location of Project: _____

1) Support (Check one): Current Pending Submission Planned

Project Title: _____

Source of Support: _____

Total award amount:\$ _____ Period covered: _____

Location of Project: _____