**Graduate Student Research and Professional Development Fund Application**

Please include this cover page with your application.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 991-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Major/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Sponsor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Sponsor Letter of Support attached? \_\_\_Yes \_\_\_No

Title of Project\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application for \_\_\_\_\_Research \_\_\_\_\_Travel

1. Attach a proposal including the following:
2. Project Narrative describing the project by providing brief background (literature review) and methodology. The narrative should include a description of the project or specific need (such as required supplies, travel, and so on. The narrative must be written for a general audience (i.e., should be understandable by any ISU professor).
3. Budget (including department or program contribution – as well as grant cost share, if any). A detailed budget for the entire project as well as requested budget should be included. Travel estimates must use criteria found at the travel office for the university (www.indstate.edu/controller/finance/trav-bud/home.html). Note: All travel must be completed during the period indicated in the proposal.
4. Budget Justification that defines all budget items and explains why they are necessary.
5. Letter of Support from the sponsoring Graduate Faculty member that clearly indicates the faculty member has reviewed the proposal and indicates if additional resources from the department or grants will be used to support the project. If department resources are used, the Bayh College of Education requires that the department chairperson countersign the letter of support. This letter must be scanned as a PDF and included in the proposal.
6. Appendix. Students should attach additional supporting materials such as quotes for equipment, travel expenses, proof of registration at a conference, or letters of acceptance.

**Submission**

All proposals should be submitted as a single Adobe PDF file electronically to Karen Meeks in the dean’s office with the subject line ―STUDENT RESEARCH GRANT. Please name your pdf as follows: lastname\_semester\_GRANT. (Example: Smith\_F15\_GRANT.pdf).

**Deadlines**

The priority deadline for applications is noon September 30th for Fall/Spring grants and noon February 1st for Spring/Summer grants—or the first business day thereafter.