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:
   a. 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).
   b. IRB approval letter for the project (if original research)
   c. 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.
   d. Budget Justification that defines all budget items and explains why they are necessary.
2. Letter of Support from the sponsoring BCOE 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.
3. 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.