



**Undergraduate Research Grant Program
Fall Semester 2009**

As a part of its allocation of Instructionally Related Activity Fees, the Fee Advisory Committee has once again funded the Undergraduate Research Grant Program, the purpose of which is to encourage independent research by Sonoma State undergraduates. These research grant funds are designed to aid undergraduates in the purchase of supplies and equipment and other expenses they may incur in their research projects, such as travel to present their research at professional or scholarly meetings. *A maximum of \$750 will be awarded to each undergraduate recipient.*

Applications can also be downloaded from <http://www.sonoma.edu/aa/ap>

**Sonoma State University Instructionally Related Activities
Undergraduate Research Grant Application**

PRIORITY APPLICATION DEADLINE: October 30, 2009

Name _____ Student ID # _____

Address _____ Graduation Date _____

_____ Phone _____

GPA _____ (minimum 2.5 required in major) E-mail _____

Title of Project _____

Amount of Support Requested _____

Are you applying to other sources? If so, please list them.

Department _____

Faculty Sponsor _____

Department Chairperson's Signature _____

(application continued on reverse side of this form)

Guidelines

1. Please include a detailed rationale to support your proposal which includes the following information:
 - a. What is the purpose of your project? (hypothesis, thesis)
 - b. How are you doing the project research? (methodology, procedures, research strategies, etc.)
 - c. What is your timetable?
 - d. What are the anticipated conclusions or results of your project?
 - e. Why should you receive Instructionally Related Activities funds for this project?

Note: This is your justification and main argument for funding. You must show that this project has academic merit within your field or discipline. Your rationale must be written in lay person's terms with all technical terms clarified.

2. Students who are being paid as research assistants may not request URG funding for this work. In order to be funded by the URG program, research projects must be student-initiated and directed, although this does not preclude a student's project from being part of a larger, more complex research effort. The student's research project must be in some way "stand-alone," that is, the student cannot simply be engaged in data collection, transcription, etc. It is expected that the student's research will result in conclusions based on a process of analysis appropriate to the discipline.
3. Include supporting documentation as it applies to your proposal:
 - a. Examples of research "tools" (Questionnaires, surveys, interview questions, etc.)
 - b. Equipment – (price quote, explanation of equipment and what it is used for. Demonstrate that such equipment is integral to the research, too inaccessible to borrow and would enhance student academic pursuits beyond your project)
 - c. Proof of conference acceptance or confirmation of submission of a proposal.
4. All applications must be accompanied by a letter from an appropriate faculty sponsor specifically endorsing the merit and feasibility of the proposal and outlining both student and faculty sponsor roles.
5. A DETAILED and JUSTIFIED project budget should be included. Include explanations to justify your budget requests. Budget allowances are as follows: 10 cents per copy for duplicating charges, 55 cents a mile for travel, \$50 a day for meals (for travel exceeding 24 hours), and a reasonable amount per day for lodging.
6. Submit application to the Academic Affairs Office (Stevenson Hall 1041) **by October 30, 2009.**
7. If research involves human or animal subjects, the research must conform to standards set by the Committee on the Rights of Human Subjects and Institutional Animal Care and Use Committee (check with faculty sponsor for details).
8. Students must be enrolled on a full-time basis and **enrolled in a course directly related to their research.**
9. Undergraduate Research Grant Program money may not be granted to fund stipends.
10. Research is to be completed by the end of the Spring 2010 semester. Students will be expected to submit a brief (1-2 pp.) report on their project when it is completed.

I have read and understand these guidelines.

Student signature _____

Please direct any questions about this proposal to David Hartranft, 1041 Stevenson, 664-2237 or email david.hartranft@sonoma.edu .