

## **Biology Departmental Guidelines for Student Research Fund Proposals**

- Students submitting proposals should be aware of and adhere to the CNSM Student Research Proposal guidelines (<http://uca.edu/cnsm/cnsm-documents/>)
- Quality of proposal and writing will be considered. Have your advisor and peers edit the proposal prior to submission. Errors in the text or budget will impact the rating of the proposal. Make sure the budget numbers are accurate and a total is included.
- Make sure the objectives of the project are clear and concise and state the significance of the research to the greater scientific community.
- Include a list of all students that will be involved directly with the project. If it is a graduate student, are there undergraduate students involved in the project?
- Rank the budget items in order of importance. This may be important if the committee can only partially fund a proposal. Make sure your budget proposal does not exceed \$1,000 in requests of funding.
- Include a detailed budget justification for the project. How will this funding impact their research and how will it advance their degree/future career path (if undergraduate). Include previous effort that has been completed on this research to date within the justification.
- Include how previous funding was used and the results of the project to date. If you are applying for funding in a consecutive year, you need to show progress towards your degree, explain how the previous year's funding was used and show evidence that external funding has been sought.
- Note that the college committee has a restriction of 3 proposals per mentor per year. This will be upheld at the departmental level.