

Date: _____
 Name: _____ Department: _____
 Phone: _____ JCU Class: _____
 Funds Requested: _____ Faculty Sponsor: _____
 Where will the work on the project be done: _____

IRB Compliance: Does any work in this study require utilizing human subjects and therefore, IRB approval? Yes No

Please consult Research Compliance (www.jcu.edu/research/irb) for more information. If YES, please provide a letter from the IRB approving this study.

Briefly describe your project, including its purpose, anticipated results and the significance of the project as research in the field. Include an explanation of how the funds will be used. **Please try to explain the project in one page or less.**

Send **one** letter from your faculty sponsor in support of your project to the Associate Academic Vice President for Academic Programs and Faculty Diversity. The Associate Academic Vice President for Academic Programs and Faculty Diversity serves ex officio as the Chair of the Committee on Research & Service. Any letter received after the deadline will not be considered. See **Guidelines for Students** for more information.

Date: _____ Applicant's Signature: _____

Applications and all supporting materials should be sent to the Associate Academic Vice President for Academic Programs and Faculty Diversity. Please consult the specific guidelines which are attached. This form is available in the Office of the Academic Vice President and at WWW.JCU.EDU/AVP/FD.

GUIDELINES FOR STUDENTS

1. Student research awards of up to \$250 each are available to support undergraduate and graduate student research in any field.
2. Students must be enrolled currently in degree programs.
3. Students must be working with a faculty member on their research project.
4. Students should complete the attached application form and submit it by the application deadline. It is the responsibility of the applicant to ensure that the application and all supporting materials submitted. Letters of recommendation must be submitted directly to the Associate Academic Vice President for Academic Programs and Faculty Diversity by the recommender.
5. Examples of support which may be available:
 - ◆ Interlibrary loan and other off campus library costs
 - ◆ Telephone time
 - ◆ Local travel
 - ◆ Costs for assessment scoring.
6. Support for the following will not be granted:
 - ◆ Stipends for applicants
 - ◆ Manuscript preparation and publication costs
 - ◆ Purchase of standard equipment and supplies normally funded by the institution research lab
 - ◆ Travel to meetings or symposia.
7. Students must submit a written report of the results of their research to the Associate Academic Vice President for Academic Programs and Faculty Diversity. A list of expenditures with receipts should be submitted with the final report.
8. Applications are considered on a rolling basis and are subject to availability of funds.