

## **Student Research Fund Guidelines**

### **Program Overview**

The Simmons College Student Research Fund supports student-initiated scholarly research and creative endeavors. Awards typically range between \$500 and \$1000.

### **Eligibility**

All enrolled undergraduate and graduate students who are conducting or intend to conduct student-initiated scholarly research or creative endeavors may apply.

Funds may not be used to support enrollment in language study, established institutional research programs, or study-abroad programs. In addition, grants cannot be used to fund internships or participation in volunteer activities.

**2011 – 2012 Application Deadline:** November 1, 2011

### **Research Proposal**

Applications will be reviewed by the Fund for Research Committee. Decisions will be made approximately 3 weeks after the application deadline.

The research proposal should be 2-3 pages in length and should cover the following:

- Objective
- Significance and implications of research
- Detailed plan for research
- Timeline

Your research proposal should describe the question you are asking and contextualize the central issue by providing background research. The significance and implications of the research should describe how it connects to a larger body of knowledge, as well as, the connection to your academic goals and personal ambitions. Describe the methodology without being overly technical explain the time frame and resources needed to conduct your research, as well as the role of your faculty advisor. Include information on relevant experience and personal qualifications. Discuss how the project relates to your future goals.

### **Budget**

One of the components of the application is the Budget. Complete the budget form, itemizing your research expenses, and append a separate budget justification.

Expenses may include any legitimate costs required for the successful completion of your project. Some research projects might also include materials or supplies; research or study projects might also include archival access fees or photocopying.

The funds awarded must be used during the term applied for and used for the purposes outlined in the proposed budget. Written notification is required, if any changes are foreseen to the proposed research project and must be approved by the committee prior to the change being made.

**Letter of Support**

A letter of support from the faculty sponsor who will advise your research project is required. This letter should address your ability to carry out the proposed project rather than a general letter of recommendation. Letters may be sent directly from the faculty member, but should arrive by the application deadline.

**Award Requirements**

An Acceptance Form must be completed before the funds will be made available.

Any change in research plans and/or intended use of funds must be reported to and approved by the Fund for Research Committee before the change is made.

A Final Report co-signed by your faculty advisor must be submitted upon project completion.

**Review criteria**

Quality of proposed work: Provide information on background and significance of the work, study design, statistical analysis