



**Funding Proposal to the
Committee for Student Research for Research, Single Travel, Group
Travel, or BOTH Research & Travel**

(Group travel should be used if the same amount is requested for every student.)

This proposal to the **Committee on Student Research** consists of one MS Word document with many sections. Use this first page as a helpful checklist to ensure that all sections are complete. Incomplete submissions may be returned or rejected.

Checklist	
1. Cover Sheet	
2. Project Description	
3. Budget	
4. Letter of Support	
5. Media Release Form	
6. Appendices (If Needed)	

Note: Submit your complete package as a single file (Microsoft Word document or .pdf file) to the Committee electronically. You will receive an acknowledgement when you file is received. If you do not hear back within two business days of your submission, please contact the Funding Subcommittee chair.

Instructions

All sections must be completed, or your application will be returned or request denied. We suggest printing this instruction page while working on the sections.

All award recipients are expected to present their funded work at the annual UST Spring Research Symposium. Failure to do so will result in no future funding for the student. Additionally, faculty mentors whose students repeatedly do not participate in Research Symposium will not be eligible for funds. These funds are given to support faculty-student works and to enrich our environment and educational experience through the sharing of this work here on campus.

1. Cover Sheet. Clearly indicate on the form if proposal is for research, travel, or research and travel (single or group). Group travel awards will be given to the department with the assumption that all students are requesting the same amounts. If this is not the case, then each student should complete an individual proposal. If additional space for student contact info is needed append in Section 6.

2. Project description. This section is not to exceed one page. It should contain the following information:

2a. Project description

For research, briefly describe the project, including the rationale and significance of the work.

For travel, provide conference name, type of presentation (oral/poster), and abstract submitted or to be submitted. In general, the Committee does not fund travel if the student is not presenting.

2b. Timeline

For research, briefly describe when you will begin the project and an anticipated completion date.

For travel, please provide us with a schedule of travel dates and presentations dates for the meeting that you will be presenting at.

3. Budget

All students must abide by the University Student Handbook and the travel policy in force at the time of the application. All faculty members involved in the application must agree to abide by those policies too. Any expenses incurred outside of the appropriate University policy guidelines will not be reimbursed by funds from this committee.

3a. Complete budget form and justify expenses. Indicate which expenses are estimates and which amounts have been expended already.

3b. Expense documentation for the following:

Travel expenses, including the hotel, meals and/or transportation for which you are asking for funds (scans, screenshots, etc. of receipts or webpages are acceptable).

For registration fees, provide a copy of the web page for the organization and the meeting that you will be attending (should display fee if possible).

4. Letter of Support from Research Sponsor

All proposals must include a letter of support from the student's academic advisor/research sponsor. Proposals will not be reviewed without this letter. No more than one page.

5. UST Media Release Form

All students receiving funding from the Committee on Student Research will agree to the stipulations in the UST Media Release Form. Students agree to submit pictures of research activities and/or pictures taken at presentations given at conferences attended with funds granted by the Committee as a condition of the award.

6. Appendices

Include any information, letters of support, cost documentation, or other relevant information.

1. Cover Sheet

Proposal Title:		Research, Travel, or Both (single/group)?
Faculty Sponsor Name	Department	Email (Sponsor)

Student Name 1	Classification (undergrad/grad)	Major	Anticipated Graduation
Email	Home Address		

Check appropriate box(es) if this proposal includes any of the items listed below. Animal Welfare
 Environmental Policy Endangered Species Recombinant DNA Human Subjects
 Interdisciplinary Marine Mammal Protection International Cooperation Pollution Control
 Proprietary/Privileged Information If any of the above boxes were checked, have the appropriate university committees or officials been contacted? (Append notification and response)

By signing this application to the Committee on Student Research as well as my Faculty Research Sponsor and Department chair, all parties attest to the completeness and accuracy of the above information. Student researcher acknowledges that should the proposal be funded (in whole or in part), he/she will present at the UST Research Symposium in the Spring semester.

Student 1 Signature and Date	
Faculty Sponsor Signature	Department Chair Signature

For multi-student proposals, add additional student information and signatures in section found at the end of the proposal.

2. Project description (not to exceed one page)

3a. Budget Form

University of St. Thomas Committee on Student Research Budget Form				
Faculty Sponsor:	Student name:	Will you engage in endeavor if partial award?		
Proposal Title:		Department		
Anticipated Expenses	Indicate costs and what covered by dept or other sources			
Itemize costs (indicate if estimated)	Cost	Department	Other Grants	Requested
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Total:				
	\$	\$	\$	\$
Travel:	Cost	Department	Other Grants	Requested
Hotel:	\$	\$	\$	\$
Meals:	\$	\$	\$	\$
Transportation:	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
*Any Equipment purchased in whole or in part with student research monies will become the property of the University of St. Thomas.	\$	\$	\$	\$
	\$	\$	\$	\$

Budget justification

Clearly explain/justify the expenses in the space below. List all funding sources or concurrent aid requests as well (e.g. conference travel award).

3b. Expense documentation (if travel)

Dropbox upload will allow you to upload multiple files at once. You may provide documentation in a separate file if that is easier than inserting here.

4. Letter of Support

Insert signed letter here or have the faculty member directly send a signed letter to the Research and Travel subcommittee chair. Please indicate here if a letter is to arrive directly from the recommender.

6. Appendices

Dropbox upload allows you to upload multiple files at once and you may do that for appendices if necessary.

Additional Students

Student Name	Classification (undergrad/grad)	Major	Anticipated Graduation
Email	Home Address		

Signature _____

Student Name	Classification (undergrad/grad)	Major	Anticipated Graduation
Email	Home Address		

Signature _____

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Signature _____