

ALLEN FOUNDATION STUDENT/FACULTY RESEARCH PROPOSAL COMPONENTS

The review committee will appreciate the preparation of your proposal as one document upload containing the following components:

1. **Goal(s) and Objective(s):** State clearly the joint student and faculty member research problem/question or creative concept that provides intellectual opportunities to address various health and nutritional issues facing the region and the world
2. **Background and Context:** Describe the relation of the proposed project to the present state of knowledge in the field. Cite relevant references.
3. **Significance and Impact:** Provide a description of the importance of the work and its impact on
 - your research work and the student's academic objectives;
 - the goals and objectives of the Allen Foundation to address health and nutritional issues facing the region and world and to provide real-life research opportunities for students
 - Saginaw Valley State University; and
 - the region.

Describe any special qualifications the student and the faculty member has that would be advantageous for project completion.

4. **Methods/Procedures/Materials:** Describe in clear and understandable terms the general plan of work to achieve the objective(s). Describes the roles and responsibilities of the student and the faculty member. If more than one student and faculty member are included, describe roles and responsibilities of all members of the team.
5. **Timeline:** Provide an outline of the activities to be carried out during the period of funding for the proposed project and a publication projection within a reasonable period of time after receipt of the award.
6. **Describe contingency or alternate plans.**
7. **Evaluation:** Describe how you will assess ongoing project activities to demonstrate that the project is making progress in meeting the goals. Describe the anticipated final "product" of the proposed project (i.e. a published work, policy recommendation, body of work for a show or performance, etc.) Describe the publication/presentation of the findings of the research in a significant refereed journal and/or specific targeted journals or publishers.
8. **Budget Narrative:** Proposals may request a maximum of \$5,000; faculty stipends/wages are not allowed. Explain how each item requested is essential for successful completion of the project. The following list provides possible uses of the funds; not all projects will use all items listed below.

- **Student stipends / wages:** estimated cost/hour x number of hours/week x number of weeks = total

Wages for student assistants may be requested; the maximum number of hours that a student may work during the academic year is 20 hours per week by law; during the Sp/Sum terms students may work 40 hours per week. See <http://www.svsu.edu/careers> for current student worker wage rate.

- **Equipment:** include potential vendor quote for items over \$500 and explain how you will use the equipment in terms of project objectives. Equipment purchased remains the property of the University.

If a yearly service/maintenance agreement is required, include an email from your Dean indicating yearly service/maintenance support for this equipment. **Not allowed:** Purchase of computers strictly for word-processing, instructional, or administrative purposes.

- **Research supplies and materials:** include number of items x cost per item. Explain how you will use these items.

- **Travel costs:** Clearly explain the need for the travel as it pertains to your project. Possible costs include flight costs, mileage costs x number of miles, number of trips, hotel costs x number of days, number of days x \$35/day per diem.

Travel, domestic and international, is allowed to research sites, collections, and/or conferences. To determine the allowable rates, refer to the SVSU Operations Manual at <http://www.svsu.edu/operationsmanual/index.cfm>.

- **Other Costs:** Include postage, photocopying, computer software. Explain how these costs support your project.

CURRICULUM VITA (two page limit)

Attach a two page curriculum vita that includes your professional experience detailing job experience, research, publications, grants, activities, honors, awards, and committees **that are relevant to the project proposed**. If you attach more than two pages, SP will delete pages 3+.

PREVIOUS FUNDING SUPPORT & PROGRESS REPORTS

The purpose of this section is to demonstrate your progress as a researcher and progress for this proposal. Include the following sections, as appropriate.

- **Prior Internal Funding Support:** Include the one page grant reports for previous awards received from SVSU in the past five years.
- **Future Funding:** The Allen Foundation Research Award program can assist the PI in establishing a long-term program of externally funded research, creative, and scholarly activity. In this section identify external sources and their specific funding competitions that fund this type of project; describe your plans to submit a proposal to these agencies and how this funding will increase your chances of success.

APPENDIX

The purpose of the appendix is to demonstrate the willingness of other collaborators, support for equipment maintenance from your Dean, use of off-site facilities that is essential to your project completion. When appropriate, include letters from the appropriate people to confirm their commitment of time, support, or facilities use for your project.

NOTE: Allen Foundation Research Awards are one-year awards.

- Final report of the project activities is due 30 days after the project end date to the Allen Foundation Oversight Committee.
- Occasionally extenuating circumstances prevent the scope of work from being completed during Spring/Summer and funds remain. If this happens you may request a one-time one semester extension from the Vice President for Academic Affairs by submitting your request in writing to the Sponsored Programs Office. They will route the request for approval.
- Funds remaining after the one time one semester extension will be returned to the Allen Foundation account.