

Sam Houston State University
College of Sciences (COS)
Undergraduate Research Awards

Application Instructions for Projects to Conduct Research

Deadline:

Complete applications are due in the Dean's office (LDB 200 - Attn: Anne Gaillard, Associate Dean) by 5:00 pm on March 1 and will be reviewed at that time. Applications may be considered after these dates if additional funding is available.

Guidelines:

Please pay careful attention to these guidelines. Incomplete applications and applications that do not meet the guidelines will be rejected. One original, signed copy and 8 duplicate copies should be submitted to the Dean's office (LDB 200) no later than the end of the business day on the due date.

A complete application will consist of:

- Application cover page with mentor and chair approval signatures and dates,
- Proposal narrative consisting of no more than 4 one-sided, single-spaced pages with 12-point font and 1-inch margins and including the following sections:
 - Background and history of the project
 - Project objectives
 - Methods/approach and projected timeline
 - Significance of results
- Works cited page,
- Budget and budget justification form, and
- A letter of support from the students' faculty mentor.

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Application for Projects to Conduct Research
Cover Page

Student Name _____

SHSU ID _____

SHSU Email _____

Major Program & Department _____

Project Title _____

Amount Requested _____

Interdisciplinary Summary of Proposed Project

Student Signature & Date _____

Faculty Mentor Signature & Date _____

Department Chair Signature & Date _____

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Application for Projects to Conduct Research
Budget and Budget Justification Form

Student Name _____

SHSU ID _____

Faculty Mentor Name _____

Budget

Equipment	
Amount	
Description	

Research-related Travel	
Amount	
Description	

Other	
Amount	
Description	

Total Budget Request	
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Budget Justification (i.e. detailed itemization of proposed costs listed above and explanation of why these items are necessary for the project)