

**2021**  
**GRADUATE STUDENT RESEARCH PROGRAM**  
**Traditional Research Track**  
**Proposal Information and Preparation Instructions**

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**2021**  
**GRADUATE STUDENT RESEARCH PROGRAM**

**Goals of Student Research Program:**

1. To educate the student in the philosophies, techniques, and tools of research.
2. To discover new knowledge leading to publication, performance, or exhibition appropriate to the applicant's discipline.

**Eligibility:**

Any active West Texas A&M University (WTAMU) graduate student who is in good standing at the time of the project and is being advised in his/her research by a faculty member is eligible to apply. Students may apply for funding to support their own thesis or dissertation research. The research conducted for this grant must not be in association with a Killgore Faculty Research grant. Faculty who seek student participation on Killgore Faculty Research grants should include students directly on those grant applications. Termination of the student's relationship with WTAMU will result in termination of the grant.

**General:**

No course credit is provided by this program. Proposals must be submitted on current forms. Forms from previous years will not be accepted. Proposals for grants will be considered on an individual basis by members of the Killgore Research Committee. All proposals must be able to be completed without collaborative input or materials from another project submitted for funding. Final approval of proposals is contingent on the availability of funds and is subject to approval of the Vice President of Research and Compliance. The maximum amount allowable for a proposal is **\$3,500**. These funds may be used for student wages (\$2,500 maximum) as well as the purchase of supplies, services, etc. to conduct the research. Travel expenses may be considered only if travel is integral to the collection of data. **Completed proposals must be received by Friday, October 13, 2020.** Send to **Glenda Norton with all signatures** at: [SRInternalgrants@wtamu.edu](mailto:SRInternalgrants@wtamu.edu) or **Sponsored Research Services-Killgore Research Center Room 152, by 2:00 p.m.**

**Proposal Requirements:**

**To be considered for funding, the following items must be included in the proposal and turned in before the deadline:**

1. Proposal Cover Page

This document provides the Committee a brief overview of the proposal, pertinent information about the applicant, and necessary signatures. The applicant must provide the requested information, acquire all signatures, write a layperson's summary, connect the proposal to the WTAMU mission statement, and acquire a letter of support from their faculty advisor.

2. Narrative

- Type must be **double-spaced**.
- No smaller than 10-point font and within margins provided on the form.
- On three-page form provided. Extra pages will be redacted.
- **At the end of the narrative, include a timeline of your project activities.**
- The proposed research narrative should be a clear statement of the work to be undertaken. A good proposal will address the evaluation criteria as described in this document.
- Use the following bullet points as a guide in writing the narrative:
  - What are your objectives for this research project?
  - Is this a new research direction for you? If not, include a discussion of previous work you have done related to this project.
  - What method(s) will you use to conduct your research? Include an explanation of why this is the most appropriate method; consider the budgetary and time constraints of this grant in your explanation.
  - What is the potential significance of this study to your development and/or to your discipline?

- Does this project require review by the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), or the Institutional Biosafety Committee (IBC)?
- What are your plans for dissemination, publication, or presentation of your findings?

### 3. Bibliography

Include a pertinent, one-page bibliography.

### 4. Budget Justification

A brief, written justification of each budget item is required. (See sample justification at the end of these guidelines.)

### 5. Budget

Each proposal must contain a detailed budget prepared to represent the costs of the proposed research. Awards are made in the amount of **\$3,500 or less**. All applicants are required to meet with Glenda Norton, Internal Grants Coordinator with Sponsored Research Services, **no later than Wednesday, October 9, 2020**, to complete the budget. Please contact Ms. Norton at 651-3553 to schedule an appointment. Applicants must use the budget form provided. Round all subtotals to the nearest dollar. Bring this form to the budget meeting with Ms. Norton. Students planning to use equipment in a WTAMU lab must arrange a meeting with their faculty advisor and the PI of the laboratory housing the equipment (if outside the faculty advisor's lab) to discuss the research and get a written statement of support and estimate of any associated costs from PI. The signed statement of support and cost estimate are required for the project budget.

#### a. Student Wages

Please approximate the required number of hours necessary to complete the project when student wages are requested. (The Killgore Research Committee reserves the right to adjust wage requests.) The wages must be justified and cannot exceed \$2,500. Also, the hourly wage rate must be from \$7.25 - \$12.50 per hour, and no more than 20 hours a week can be billed. Overtime is an unallowable cost on this grant. **NOTE: Students already on payroll, (graduate assistants, etc.) are not eligible for wages through this grant program.** \$6 per employee has been added to the budget to cover background checks.

Foreign students with valid F-1 status are eligible for on-campus employment. No special authorization from the Department of Homeland Security is needed to obtain this type of employment. However, a [social security card](#) is required. On-campus employment is limited to 20 hours per week during the fall and spring semesters. Employment in excess of 20 hours per week is an unallowable expense on this grant as well as being unlawful during the fall or spring semesters for F-1 status students. For more information on international student employment, visit [U.S. Immigration and Customs Enforcement](#).

#### b. Travel

**Due to regulations regarding the use of State funds, travel funding on this grant is only possible if the student is employed by the University. If you are not already working for WTAMU, you will need to include hours on the salary portion of the budget.** Travel for research, including travel to libraries and research archives, will be considered for funding when integral to the research and appropriately justified. This is not intended to be a travel grant; any requested travel must be for the purpose of gathering data needed for the project. Funding for international travel is contingent not only on Committee and the Vice President of Research and Compliance's approval, but on additional approvals by the President and Board of Regents as per [System Policy 6-13](#). International travel funding requests are discouraged.

#### c. Supplies and Services

This category will include items/services that will be consumed during the course of the project or will have no residual value after use. Many Amazon vendors will not honor WTAMU's tax exempt status, so we strongly discourage using Amazon quotes for budgeting purposes because we may not be able to make the purchase from that vendor. Taxes charged on any item cannot be reimbursed through grant funds.

#### d. Equipment

This category will include items that retain value after the completion of the project. Many items such as laptops, recording equipment, etc. are available for use through the library. Generally, computer hardware and software are not funded by this grant program. All equipment must be returned to Glenda Norton at the end of the project.

#### e. Other Considerations

Since posters are required, the cost is included on the budget form.

Include shipping and any special handling costs in your budget.

#### 6. Transcript

The student must provide their WTAMU transcript. An unofficial copy printed from Buff Advisor is sufficient. The committee may request additional transcripts from past coursework at a different higher education institution.

#### 7. Appendices

Additional ancillary information that is pertinent to the proposal may be attached in an appendix. Information included in an appendix should only supplement and/or clarify information already contained in the proposal narrative. Be aware that the Committee is not required to read the appendices.

#### **Additional Requirements for Applicants:**

##### Advising from Committee Member and Faculty Advisor

The applicant is required to schedule an appointment with a Killgore Research Committee member from his/her college to discuss the proposal prior to submission; a list of Committee members is on page 1. Committee members and faculty advisors are to act as mentors to the applicants as they prepare their proposals. The Committee member that meets with the student is required to sign the proposal. The faculty advisor is required to provide a supporting narrative on the appropriate form provided and to sign page one of the student's research proposal. The faculty advisor's section is included after the list of committee members. Faculty members may advise more than one student. ***If the faculty advisor is also a Killgore Research Committee member, the student should acquire the signature of the other Killgore Research Committee member from their college.***

##### Proposal Presentation

Applicants will be required to make a short presentation to the Killgore Research Committee summarizing the project. The summary should clearly and concisely state the project's objectives, the method of study, and the significance of the research. The Committee will have read the proposal, so a detailed description of the project is not necessary. Electronic media will not be available for the presentation; however, additional information may be conveyed in a one-page document for the Committee. Please email at least 2 days prior to the presentation so that we can supply the committee members with a copy of your information (please be sure your name is on the document). Applicants will have 5 minutes to present their research project, and there will be an additional 5 minutes for questions from the Committee. Applicants will schedule their presentation time when meeting with Ms. Norton.

#### **Criteria for Proposal Evaluation:**

To ensure your proposal receives the maximum number of points, use the following evaluation criteria to determine if your proposal satisfactorily addresses the questions used to judge your project.

1. Are the project objectives adequately addressed by the proposed activities and aligned with WTAMU's mission? (10 points)

2. Are the proposed objectives clearly stated, specific, and attainable? (10 points)
3. Is the methodology appropriate, clearly defined, and realistic for the time frame of the proposal? (10 points)
4. Is the budget request reasonable and justified? (10 points)
5. Is the project potentially significant? (10 points)
6. Do the student's proposal and presentation before the Committee indicate they are well-prepared to pursue this project? (10 points)

#### Compliance Committees

Research projects requiring compliance committee approval (IRB for human subjects and IACUC for animal subjects) need **not** be submitted to the respective committee prior to proposal submission; however, approval must be received prior to the start of the project if awarded. Any questions about whether a particular proposal needs compliance committee approval should be sent to [SRSinternalgrants@wtamu.edu](mailto:SRSinternalgrants@wtamu.edu) with the subject line "compliance approval".

#### Consequences if Grant Requirements are not met

It is imperative that recipients complete all requirements of the grant, including the Researcher Skills Development Workshop. If requirements are not met, the grant may be terminated, funding and reimbursements cancelled, and your name and project removed from promotional publications. If you have received partial funding at the time of termination, you may be required to provide reimbursement of received funds, materials, or resources. All awardees are provided a research contract to sign. By signing you are agreeing to meet all deliverables associated with the grant and grant program. If you are unable or unwilling to meet the deliverables, you should decline the award. Future participation in internal funding opportunities is dependent upon completion of all requirements.

**2021**  
**GRADUATE STUDENT RESEARCH PROGRAM**  
**Assembly Instructions & Timeline**

**Assembly Instructions / Checklist**

Please assemble your proposal in the following order:

1. Proposal Cover Page
2. Narrative (3 pages maximum)
3. Bibliography (1 page)
4. Budget Justification (1 page)
5. Budget Form (Excel Sheet)
6. WTAMU Transcript
7. Appendices (if needed)

Submit the completed proposal package via email or hard copy to Glenda Norton, [SRSinternalgrants@wtamu.edu](mailto:SRSinternalgrants@wtamu.edu), Sponsored Research Services, Killgore Research Center 152, before the deadline listed on page 2. Proposal cover pages, narrative, bibliography and budget justification should be in Word format.

**Timeline**

October 9 – Deadline for meeting with Ms. Norton for budget approval

October 13 – Deadline for proposal submissions (2:00 p.m.)

October 23 – Project presentations before Committee (date and specific time will be assigned)

October 28 – Committee deliberations

October 30 – Notification of intent to award

November 6 – Researcher Skills Development Workshop

November – \*Before the project can start, all training requirements must be completed and Compliance Committee approvals received (if needed).

**For May Graduates:**

April 16, 2021 – Last day to order supplies

April 19, 2021 – Last day to allocate wages

April 30, 2021 – Deadline for final report, poster, and equipment return

**For All Others:**

July 31, 2021 – Last day to order supplies

August 23, 2021 – Last day to allocate wages

August 31, 2021 – Deadline for submitting the final report, poster, and equipment return

**2021**  
**GRADUATE STUDENT RESEARCH PROGRAM**  
**Budget Justification**

***Sample***

Provide a justification (in a sentence or two) for each item requested in the budget. Please follow the same order found on the budget spreadsheet.

1. Personnel: \$1,356

It will take approximately 150 hours to conduct the assembly of the widgets and the experiments described in the research narrative. I am requesting \$9 per hour + \$6.00 background check fee.

2. Travel: \$269

One round-trip to Gooberville, TX, will be necessary to analyze murals painted by the Goobers as no pictures are available via the outernet.

3. Supplies and Services: \$825

As described in the research narrative, 15 widgets at \$25 each and 15 thingamabobs costing \$30 each are needed for the experiments to be conducted. The prices listed are the best available at the time of the writing of this proposal, and there is no additional cost for shipping. Supplies will come from Lackluster, Inc. of Walla Walla, WA.

4. Equipment: \$1,000

The special assembly table has already been constructed by Clarence Goober, and it is necessary for the experiments in this proposal.

5. Poster: \$50

Required deliverable.