

Marywood University

Undergraduate Research Proposal

Name:

Faculty mentor:

Email:

Email:

Phone:

Phone:

Department:

Title of project:

Please attach the following to this cover sheet:

- **Description of proposed study**
 - (Research involving human participants is subject to department review board or Institutional Review Board)
- **Description of student(s) role in proposed project**
- **Benefits of research**
- **Presentation goals**
 - (All students who received funding from the Undergraduate Research Review Committee are *required* to present at the Undergraduate Research Forum on **April 14, 2010**)

Please note:

- Proposals should be student-initiated and supervised by faculty mentors
- Funding is typically distributed directly to the student. If materials must be purchased through the department, please indicate this in the funding request.

Completed proposals should be submitted to:

Dr. Erin Sadlack

LAC 213

esasdlack@marywood.edu

x2344

Proposed Budget

1. Research expenses: Students may apply for up to \$500 for equipment and materials. Please include any shipping, handling or processing fees in the total.

Description	Estimated Actual Cost	Department Contribution	College Contribution	Amount Requested	
1.					
2.					
3.					
4.					
5.					
				Tax	
				Shipping	
				Total	

2. Travel Expenses: Individual students with may apply for up to \$500 for travel to a conference. Student groups may apply for up to \$1000 for a single presentation. Students who have been accepted for presentation or plan to present will be given preference over those who would like to attend.

- Students should make the effort to attain the most reasonable rates possible. Documentation of efforts and planning should be explained or attached.
- Proof of conference participation and receipts for all expenses must be provided within *one week* of student's return. Students should make an appointment with the Director of Honors and Fellowships to fill out the appropriate forms.

Conference/Event dates:

Sponsoring organization:

Conference Title / Event location:

Conference Fees

- For students who have received funding approval, Fiscal Affairs will pay registration and membership fees directly. Submit registration forms or online registration information to Director of Honors and Fellowships at least two weeks prior to registration deadline.

Description	Estimated Cost
Registration:	
Membership:	
Total	

Transportation

- If traveling by car, please provide the distance. Mileage will be reimbursed at the current rate set by the federal government. Receipts for tolls and parking need to be provided. If using another mode of transportation, please attach reservation information and cost of tickets.

Description	Estimated Cost
Distance (if driving):	To be determined
Airfare:	
Tolls:	
Parking:	
Total	

Lodging

- Attach reservation information

Hotel name and location:	
Number of nights:	
	Estimated Cost
Room rate:	
Tax:	
Hotel parking:	
Total	

Meals

- Fiscal Affairs requires students who receive funding to provide original itemized receipts from restaurants. Alcoholic beverages are not reimbursable.

\$30 per day x number of days	
Total	

Miscellaneous expenses

- Please attach documentation for any expenses listed below

Description	Estimated Cost
Total	

Research Expense Total:

Travel Expense Total:

Subtotal:

Have you received funding from any other sources? If so, how much?

Grand Total of Funding Requested:

Student Signature:

Date:

Faculty Signature:

Date:

Committee Use Only

Approved:	Rejected:
Notes/Revisions:	