

## STUDENT RESEARCH FUNDS REQUEST FORM

### Overview:

Student Research Funds support various scholarly activities of full-time St. Lawrence University students including materials, laboratory supplies, and travel related to research. These funds, administered by the Academic Dean's office, are awarded on a case-by-case basis with awards as high as \$600 per student per academic year. Proposals are evaluated on the justification of the funds requested, the potential significance for the student's intellectual development, and the appropriateness of the project as it relates to the student's academic plan at St. Lawrence. All requests will be reviewed by the Dean of Academic Affairs.

### Request Guidelines:

Applications for research funds require a detailed proposal that includes:

- the rationale behind the research and the intended goals of the project
- the process or methodology of the research
- the background of the student's involvement with the subject
- how the proposed project fits into current and future research and/or academic development
- the personal benefits of the project
- how the project will benefit the University, if applicable
- questionnaires or other measures and/or the bibliography to be consulted
- an itemized budget
- a letter of support from a sponsoring faculty member

### Instructions:

Complete this form in its entirety and attach a detailed proposal, an itemized budget, and a letter of support from a sponsoring faculty member. Submit the request to: Academic Dean's Office, Vilas 103. You will be notified by e-mail of the results of your request. **NOTE: Requests without completed itemized budgets, letters of faculty support, or required signatures will not be processed.**

### General Information:

Student Name \_\_\_\_\_ Class Year \_\_\_\_\_ Major \_\_\_\_\_

Phone \_\_\_\_\_ CMR Box \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Sponsoring Faculty \_\_\_\_\_ Dept. \_\_\_\_\_

Type of project \_\_\_\_\_

Estimated time of completion \_\_\_\_\_

Are you working with other students/faculty on this project? \_\_\_\_\_ no \_\_\_\_\_ yes

If so, whom? \_\_\_\_\_

### Signatures:

Student signature \_\_\_\_\_

Sponsoring Faculty signature \_\_\_\_\_

Department Chair signature \_\_\_\_\_

Academic Dean's Office Approval \_\_\_\_\_

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### OFFICE USE ONLY:

Approved \_\_\_\_\_ yes amount approved \_\_\_\_\_

\_\_\_\_\_ no reason request denied \_\_\_\_\_

Copies: \_\_\_\_\_ student

\_\_\_\_\_ faculty sponsor

\_\_\_\_\_ department chair

\_\_\_\_\_ business office (budget transfer)

May 2007