***Proposal Guidelines***

The College of Arts and Sciences announces funding opportunities to promote research and creative activities of Graduate Students/Postdoctoral Scholars and increase extramural research funding, the number of scholarly publications, refereed exhibits, and artistic performances of the college. Any doctoral or Master’s student in good standing in the College of Arts and Sciences is eligible. The initiative will support proposals that contain any one of the following elements: (i) new ideas to become part of the student’s dissertation / Thesis research, (ii) exploratory research, or (iii) collaborative research that will enhance the student’s scholarly experience. The maximum award size for an individual grant is $500, and for collaborative research projects involving more than one other student, the maximum award amount is $1,000. Proposals will be evaluated independently in two categories: doctoral level and Master’s-level. Where the total costs of the project exceed the maximum award amount, proposals must acknowledge that fact and indicate the supplemental funding sources. Otherwise, the proposal will be returned without review.

This solicitation will give preference to the following cases:

* Graduate students who did not receive SROP funds.
* Students who require support to access major research facilities not available at UofL or in their unit (i.e., user fees).
* Proposals that have the potential to attract extramural research grants or refereed publications, refereed exhibits, etc.

***Instructions for Proposal Preparation***

1. Applications should contain a project summary (half-page), no more than three pages of project description, a clear, detailed budget specific to the project, including budget justifications, and a list of publications and creative works during the last five years as well as any current and pending grant support. The project description section should be typeset using font size 12 and double spacing between lines. You may use your template, but the complete application must contain all pertinent information, especially if your research involves human subjects, animals, pathogens, etc. **The project summary should be in lay language. When writing the project description, assume that at least one of the reviewers’ expertise will be outside your discipline.**
2. Research-related expenses covered under this grant include small equipment, materials, and supplies (excluding office supplies), user fees for accessing major research facilities or library archives, software (excluding word-processing software), student wages, and research-related travel costs. Conference travel costs are allowable if work that was generated during the award period is being presented. Furthermore, conference travel expenses cannot be the most significant cost in the proposed budget. Proposals aimed to cover only conference travel will not be evaluated. A detailed justification for each item requested must be provided
3. Support for the following will not be provided:
4. Funds to purchase computers for word processing needs.
5. Applicants must provide all available information on the following:
6. Extramural grant support in the last five years (title, agency, amount, budget period).
7. Extramural grant applications pending (title, agency, amount, budget period).
8. Intramural grant support in the last five years (title, agency, amount, budget period).
9. Publications and creative works in the previous five years.
10. **Before submitting their proposals, students must consult with and obtain permission from their major professor, which will be indicated by signature on this proposal.**

The College Research Committee will review all applications and make their recommendations to the Associate Dean of Research and Innovation. The College Research Committee carefully reviews the project description and the budget justification. The final decision on awards will be made in consultation with the Dean.

***Annual Report***

Activities and findings from the funded projects must be submitted to the Associate Dean of Research and Innovation by **Monday,** **July 31, 2025.**

***Deadline for Submission***

The submission deadline is **5 pm on Monday, September 23, 2024**. Applications must be submitted electronically to the A&S Research service account [asresoff@louisville.edu](mailto:asresoff@louisville.edu) to the attention of the Associate Dean for Research and Innovation, Michael Menze.

**Graduate Student Grants for Research and Creative Activities**

**College of Arts and Sciences**

| **CONTACT INFORMATION** |
| --- |
| Applicant Name: Click here to enter text. |
| Check Level: Master’s Doctoral |
| Faculty Mentor Name: Click here to enter text. |
| Signature of Faculty Mentor: |
| Department: Click here to enter text. |
| Phone: Click here to enter text. |
| Email:Click here to enter text. |

| **PROJECT TITLE** |
| --- |
| Click here to enter text. |

| PROJECT SUMMARY (half page) |
| --- |
| Click here to enter text. |

| **PROJECT DESCRIPTION** (no more than three pages) |
| --- |
| Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| COMPLIANCE Indicate if project will involve use of : | **Approval number\*** | **Approval date\*** |
| * Humans as subjects |  |  |
| * Experimental animals |  |  |
| * Ionizing radiation, isotopes |  |  |
| * rDNA |  |  |
| * Toxic, carcinogenic, mutagenic agent |  |  |
| * Pathogenic organisms |  |  |
| \*Approval is required only if the project is funded | | |

|  |  |  |  |
| --- | --- | --- | --- |
| BUDGET DETAILS | | | |
| **Budget period** (NOTE: funds will not be available until after July 1 and must be expended by June 30 of the following year) |  |  |  |
| **Materials and Supplies** | |  |  |
| **Lab Fees**  **Equipment**  **Software**  **Travel**  **Other items** | | | |
| TOTAL | |  | |

| BUDGET JUSTIFICATION (add lines as necessary) |
| --- |
| Click here to enter text. |

| **PUBLICATIONS AND CREATIVE WORKS** (add lines as necessary) |
| --- |
| Click here to enter text. |

| **CURRENT AND PENDING SUPPORT** (add lines as necessary) |
| --- |
| Click here to enter text. |