

10. Research proposal [description of project in one to three attached pages]:

This section should include: a statement of the problem being investigated, your tentative hypothesis or questions to be asked, research methodology to be employed, anticipated outcomes, and reasons funding is being sought.

11. Budget:

This should include a detailed breakdown of all anticipated expenses, including the total anticipated cost of the project, a clear indication of how much IEF funding is requested (the amount listed under Item #8 on the cover page), and any other sources of funding, including department or advisor matches for equipment and student contributions to travel, etc. You must follow the guidelines for budget preparation.

Budgets that include reusable equipment must include the following information and appropriate faculty signature:

If this proposal is funded, the _____ Department will provide funding for 50% of the reusable equipment requested in the proposal, up to a maximum of \$_____.

Department Chair's Signature

If this proposal is funded, I will provide funding in the amount of 1/3 of the cost of the reusable equipment requested in the proposal, up to a maximum of \$_____.

Faculty Research Supervisor's Signature

GENERAL BUDGET INFORMATION

Student IEF Grants

Student out-of-pocket expenses: the IEF committee expects that students will incur some expenses associated with their research projects (charges for small amounts of photocopying, phone calls, travel costs, art supplies, books, notebooks, tape recorders, subject fees, software, etc.), just as they would when taking a more "traditional" course (books, notebooks, calculators, stationery supplies, software, lab goggles, etc.).

Student travel: travel for students may be funded if a clearly defined need is shown and the faculty advisor certifies that travel is a necessary part of the proposal. All requests must be fully documented. It should be clear why travel is absolutely necessary, why students cannot use the telephone, e-mail, or mail to communicate or gather information. Student applicants should be aware that the policy of the IEF Committee is to fund travel abroad competitively. It must be demonstrated that such travel is critical to the success of the research project. Proposals requesting travel abroad should have strong endorsements from the faculty advisor and demonstrate that the proposed project is feasible and reasonable alternatives for research have been explored and found unsatisfactory for specified reasons. It is expected that applicants will make every effort to obtain the least expensive airfares.

Timeline of funding: there are three rounds of IEF proposals in each fiscal year, with applications submitted in the middle of the Spring, Fall and Winter terms and decisions made by the end of each term. Funds for grants awarded in the Spring-term round of proposals will be available from July 1 (the start of Union's fiscal year) until early June. Funds for grants awarded in the Fall-term round of proposals will be available from the end of the Fall term (mid-November) until early June. Funds for grants awarded in the Winter-term round of proposals will be available from the end of the Winter term (mid-March) until early June.

Detailed funding rules:

1. All students are required to pay 20% of travel costs (airfare, train or bus tickets, car mileage). For travel by car, reimbursement is \$0.425/mile plus any tolls, less 20%. Please note the travel policy on the next page.
2. IEF does not fund any local travel.
3. IEF adheres strictly to the stated "per diem" guidelines for lodging and meal costs during travel: \$100/day for up to 3 days, then \$50/day for up to 4 more days, with a maximum of 7 days (\$500) per diem total. (This means that you should not detail anticipated hotel and meal expenses separately in your budget request.)
4. IEF will pay for conference registration fees, but does not pay for tuition, workshop, or seminar fees.
5. IEF will contribute a maximum of \$100 toward postcards and/or food for a student's senior show.
6. Normally, IEF does not fund the purchase of major pieces of equipment.

7. If the budget includes minor equipment that can be used by other students and faculty in the department (for research or course work), then the department must contribute 50% of the cost of the equipment. If the equipment is reusable by the research advisor and his/her research students (but not by the department as a whole), then the advisor must contribute 1/3 of the cost of equipment. In either case, the budget page must include details of the matching funds and the appropriate faculty member's signature.
8. IEF pays \$.04 per page for large amounts of photocopying (>\$50) of surveys, mailings, etc. IEF does not pay for photocopying of articles used for research or other small amounts of copying.
9. IEF expects that all non-expendable items purchased or constructed with IEF funds will become the property of the College upon the completion of the project. This includes tools, frames, excess reagents and lab supplies, models, equipment constructed and/or purchased, etc.
10. IEF does not pay for cameras, tape recorders, or other personal electronic devices.
11. IEF does not normally pay for books or software. If books and/or software are included in a student IEF proposal request, there should be very clear justification provided in both the proposal and the faculty letter of support. Any books or software purchased through an IEF grant become the property of the College upon the completion of the project.

September 2006