

# EWU BIOLOGY DEPARTMENT

## MINI RESEARCH GRANT PROGRAM

### Fall 2017 Proposal Guidelines

Grant proposals must include the sections listed below. Grant proposals should not exceed 5 pages in length (not including cover page, tables, figures, or cited literature) and must use the following format: Times New Roman font, 12 point type, double spacing, 1 inch margins.

1. Cover sheet: Must include the title, author, and the name and signature of the faculty advisor.
2. Statement of purpose: In 1-2 sentences summarize the purpose of your proposed project
3. Background and Significance: Explain how your project will contribute to our understanding of an overall area of research. Review relevant literature and any relevant ongoing research in your lab. Explain how the results of your work may contribute to future studies.
4. Objectives: Clearly and succinctly state your project's objectives, the specific hypotheses you are testing, and the expected outcome of each hypothesis.
5. Procedures and Rationale: Describe the protocol you intend to follow to achieve your specific objectives. Explain your experimental design clearly and fully, including sample size, numbers of replicates, and intended statistical analysis where appropriate. Details of complex procedures may be very briefly summarized, with reference to relevant literature that explains procedures in more detail. If you are testing multiple hypotheses, be sure that you connect the specific procedures with the appropriate hypotheses they test. Animal and human subject reviews and other types of necessary reviews must be listed with the results of the review.
6. Budget Justification: Provide a budget in table format, including **all** anticipated expenditures to complete this project. *Italicize* the items you intend to purchase with funds from this grant (not to exceed \$500), if the grant request is approved. Equipment and supply costs should include tax and shipping. If applicable, list any other sources of financial support for your study, including other pending proposals.
7. Brief Timeline: Briefly list the time frame for completing components of your project.
8. Literature Cited: List in journal format, the citations actually appearing in your proposal.

*Note: Graduate students submitting a second mini grant request, following a previously funded request, must first utilize the previous funds and submit a follow-up report to the committee. This should detail the progress made towards the original stated goal and/or justify any changes to the thesis project, which have required alteration of the original intent. The subsequent grant request should explicitly state how this work builds on the primary results and clearly state why additional funds are now needed. Applications of this nature must be separate and distinct from the original request.*

**Submit an electronic copy of the proposal as an attached PDF or Word file to each of the following members of the Indirect Cost Committee by**

**Deadline: October 16th**

Dr Suzanne Schwab [sschwab@ewu.edu](mailto:sschwab@ewu.edu)

Dr Javier Ochoa-Reparaz [jochoareparaz@ewu.edu](mailto:jochoareparaz@ewu.edu)

Dr Andrea Castillo [acastillo@ewu.edu](mailto:acastillo@ewu.edu)