**Dean of Academic Life and Donor-Funded
Student Summer Research Grants**

How to Apply

Complete the online grant application at https://form.jotform.com/210035978458059. Full applications are due by **5pm on Friday, February 23, 2024**. The form will go to your faculty sponsor so they can upload a letter of support. The Associate Dean's office will append a copy of your transcript to your application upon receipt. Your application must include:

1. **Application Form:** Provide your name and contact information, the name and email of your faculty sponsor, the title of your proposed project, and an abstract of your project. The abstract should describe the work that will be undertaken, the expected project outcome, and the significance of this work to your academic development. The abstract should not exceed 200 words and should be based on the Grant Proposal.

2. **Grant Proposal:** Upload your grant proposal, which should be from three to five pages double-spaced in 12-point font. It will be evaluated by a committee of faculty from across the College, in competition with other proposals. To help make the case that your grant should be awarded, please include the following information:

    A. **Project Description**: Provide a clear and succinct description of the project, the expected outcome, how it might impact your future, and the scholarly value of the project. Describe the project in language that is comprehensible to faculty from various disciplines.

    B. **Project Outcome**: Provide details about the expected publication, presentation, exhibition, or performance which will result from this project. Describe how the project relates to your major, career path, or interests. What courses have you taken that relate to the project?

    C. **Project Requirements**: What Muhlenberg College resources and services will you need to complete this project (library, laboratory, studio, etc.)? What arrangements have been made to secure the use of these facilities? What off-campus facilities will you use, if any, to complete this project? What

arrangements have been made to secure the use of those facilities? What material resources or services, if any, are necessary for the completion of the project? What arrangements have been made to secure those resources?

D. **Project Schedule**: Provide a realistic tentative schedule for completing the project. If the project is not to be completed within this granting period, state the projected dates for completion of the project.

E. **Appendices** (if necessary): Include additional information in Appendices, and refer to them in the Proposal text. This could include awards or honors received, documentation of support or costs, or additional required documentation.

F. See the "Guidelines for Applicants" section below for more information.

3. **Faculty Support**: Request support early. Direct your sponsor to the 'Guidelines for Faculty' document linked online. The Application JotForm will go to them once you add their email address and submit the form. They will need to upload their letter of support.

4. **Other Documentation** (when necessary): The Faculty Development and Scholarship Committee (FDSC) reserves the right to request any other documentation deemed relevant to your project.

A. Students whose projects involve human participants must obtain authorization from Muhlenberg's Institutional Review Board (IRB). If you have not already sought IRB approval, please provide a statement about when you intend to apply. If you have approval, please state this in your application. Information can be found at https://www.muhlenberg.edu/academics/provost/committees/institutionalreviewboard/

B. An applicant for a summer research grant which would take place outside the U.S. border must meet with the Dean of Global Education to complete additional required forms. Such students will also be required to purchase international health and travel insurance.

Selection

1. Applications are reviewed by the Faculty Development and Scholarship Committee (FDSC).

2. In evaluating the grant proposals, members of FDSC place the highest priority on the quality of the proposals submitted and on the potential impact on the student's academic goals. Incomplete, handwritten, and late applications will not be considered.
3. Joint applications involving two students may be submitted; however, adjustments to the stipend may be necessary.
4. The Committee submits a written recommendation concerning the application to the Associate Dean of Student Research and Awards, who makes the final decision.

Student Responsibility

A successful project must aim for a meaningful outcome. Examples of a meaningful outcome could be an oral or poster presentation at an academic conference or research symposium either on or off campus, a manuscript to be submitted for publication, or a public performance, installation, or showing. Your proposal should explain how your research project will culminate in some outcome that can be seen, heard, and appreciated. Students are expected to present their work at a Research Fair in the Fall semester. Other Fall semester arrangements may be made for performances or exhibitions.

Guidelines for Applicants

Applicants should appreciate that the process is competitive, and a limited number of Dean's Student Summer Research Grants are awarded each year. While each project is different, here are recommendations for strengthening proposals.

Proposals are read carefully by a committee of six faculty members from different disciplines. The committee has only your completed proposal with which to evaluate your research project. Make sure that it has all of the information and tools they need to give your proposal a strong review. Regardless of the discipline in which you propose to work, your proposal must make sense to all of the committee members. Provide sufficient background information so that they can understand the significance of the project.

1. Your proposal can address a research question or the opportunity to create new creative or artistic work.
    A. A successful research proposal addresses an original and specific research question or hypothesis that is to be tested or argued independently. This means that, to your knowledge, the question has not been asked by anyone before, and that you are the person who is primarily responsible for conducting the research and following up with an appropriate "research outcome."
    B. A successful proposal for artistic or creative work could include work in live performance, visual or literary media, or other mediums and venues. The student and faculty should provide adequate written information to inform the reviewers of the quality and character of the expected artistic or creative output.
2. Applications must be explicitly supported by a faculty member. Therefore, you should consult with your faculty sponsor early, and show drafts of your proposal as it develops, to receive feedback. Reference the "Letter of Support: Guidelines for Faculty" in your discussion. It is very important that you demonstrate leadership, ownership, and accountability for your project. A successful proposal will illustrate how you developed the project collaboratively with your advisor, but cannot appear to have been written by the advisor.
3. Your final proposal should be very clear about what you propose to achieve and needs to demonstrate that the project is feasible, focused, and has a clearly defined strategy or methodology. The proposal should explain the steps by which the research or

artistic/creative development process will be undertaken, written so a person unfamiliar with that field can follow and understand.

4. The project must also be financially feasible. Therefore, if your project will cost more than the $3,000 stipend, indicate the source of support you will obtain elsewhere.

5. Show that you are academically prepared to conduct the research project. Outline the courses and experiences that you have had that directly relate to your being able to complete the project.

6. If relevant, show any preliminary steps you have made to demonstrate the feasibility of your project.

7. To get strong reviews, pursue a substantial target. For example, proposing a reading list and a plan to discuss the reading on a weekly basis with an advisor would probably not be a fundable project. It does not seek to discover the answer to an original question that you have proposed and has not outlined a specific research methodology that is appropriate for your field of inquiry. Likewise, assisting a faculty member with their research project would not be a fundable project, because you are not the one who has posed the research question and you are not primarily responsible for the research outcomes. Artistic and creative projects should pursue similarly high standards of originality and reach.

8. Be sure to include confirmation or intent to apply, of any special authorizations and/or permissions, such as those required by the Internal Review Board or for international study.