Kutztown Undergraduate Research Fund (KURF)
Science Subcommittee Guidelines
Revised August 2024

KCF

Mission

Research differs from other types of creative intellectual exploration in that the goal of research is to answer specific questions using a rigorous, logically-designed methodology. The Kutztown Undergraduate Research Fund (KURF) is a university-wide program intended to facilitate original research by undergraduate students.

Two subcommittees exist to serve the diverse population of undergraduate researchers at Kutztown University. The Science Subcommittee evaluates proposals involving social sciences, natural sciences, mathematics, and computer science. The Arts and Humanities Subcommittee evaluates proposals involving visual and performing arts, humanities, and education[1].

Science Subcommittee Disciplines

- Anthropology
- Astronomy
- Biology
- Biochemistry
- Chemistry
- Computer Science
- Criminal Justice
- Engineering
- Environmental Sciences
- Geography
- Geology
- Mathematics
- Marine Sciences
- Physics
- Political Science
- Psychology
- Sociology

Eligibility

Students must meet the following KURF grant eligibility criteria **throughout the duration of the research project**, from the time the proposal is submitted until the time the project is completed:

- ☐ Full-time enrollment at Kutztown University (not part-time)
- ☐ Undergraduate status (not faculty or graduate students)
- ☐ Kutztown University faculty research advisor who is expert in the research field of the proposal agrees to supervise project (not professors from other fields)
- ☐ Student has not received earlier funding from the KURF during the academic year

A seven-week window following graduation day exists for students who complete research as a senior and will present their findings at a national scientific conference shortly after graduation.

Proposals must be **submitted and approved prior** to the research or travel for which funds are requested.

Eligibility flowchart:
- Full time enrollment at Kutztown University? — no → Student is **NOT** eligible to submit proposal
- yes → Undergraduate status? — no → Student is **NOT** eligible to submit proposal
- yes → Faculty research advisor who is expert in subject of project? — no → Student is **NOT** eligible to submit proposal
- yes → Student received prior grant from KURF during this academic year? — yes → Student is **NOT** eligible to submit proposal
- no → Student **is** eligible to submit proposal

What we fund: Three types of proposals

We fund three (3) types of grants from full-time Kutztown University undergraduate students:

### *Research Materials Grants*

- Covers costs of materials that are not routinely available in Kutztown University labs but which are necessary for a specific extracurricular research project.
  e.g., chemical reagents, hardware, special analyses requiring professional services

- Note that material purchases are the property of Kutztown University and follow the standard custodial procedures of other assets.

Research Travel Grants

- Covers costs involved with travel to perform research at distant locations
  - Facilities with instrumentation unavailable at Kutztown University
  - Field research sites

Scientific Conference Presentation Travel Grants

- Covers costs for travel to present <u>completed</u> research at professional conferences

- **Important:** Acceptance of your abstract by the hosting conference is a required element of Scientific Conference Presentation Travel Grant proposals,
  but does <u>not</u> guarantee funding by the KURF.

- We recommend that you submit proposals for Scientific Conference Presentation Travel Grants *two* months prior to your conference date to ensure timely scheduling of your time with the KURF Committee and deliberation on your proposal either due to high volume of proposals submitted to the committee or your need to revise and resubmit your proposal after the committee's assessment of your proposal.

Three types of KURF proposals

1. Research materials for research not related to Kutztown University classes and not already available in university labs.

2. Travel to do field research at distant locations

3. Travel to present completed research at scientific conferences
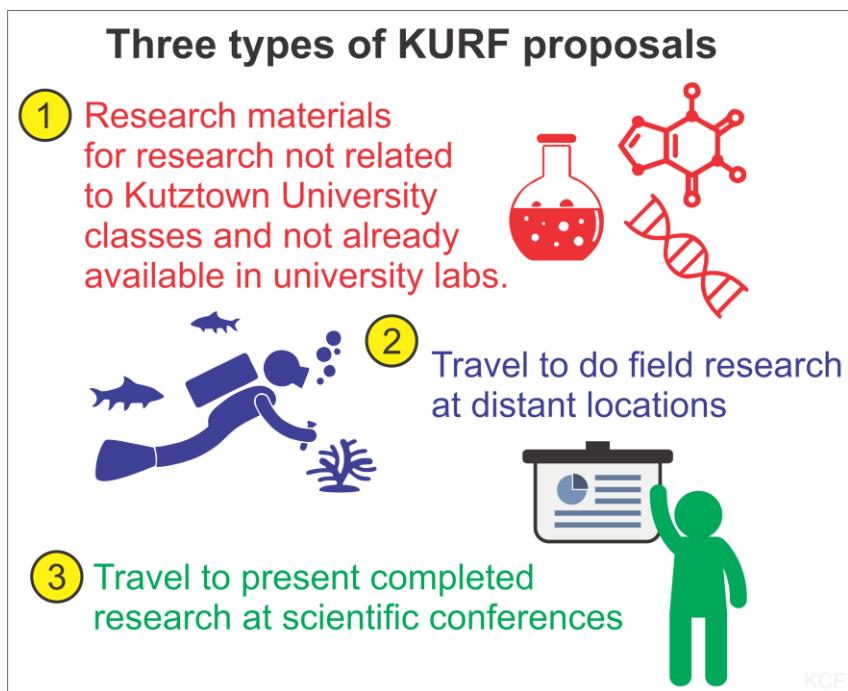
Funding limits

Funding through the KURF Science Subcommittee is limited to **$1,000 per grant**.
Students are limited to **one (1) funded grant per student per academic year**.
Projects involving multiple students are welcome, but the funding cap is per project, not per student.

What we do NOT fund: Restrictions

Ineligible people and project types

- Non-research projects (i.e., no other forms of scholarly activity - this is strictly a program for funding *research*).

- Travel, wages, or any other expenses for **faculty**

- Travel, wages, or any other expenses for **graduate students**

- Travel, wages, or any other expenses for **part-time students**

- Experimental costs for research studying animals without prior IACUC approval or people without prior IRB approval

- **Note to faculty research advisors:** This program is *not* intended to fund faculty or graduate student research projects. Please visit the website for the Office of Grants & Sponsored Projects for help finding funding opportunities for faculty and/or graduate student research projects.
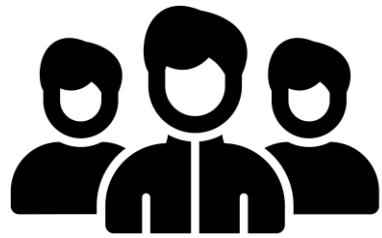
Ineligible travel

- Travel to conferences for which abstracts have not been accepted by the conference organization

- Travel to present research done solely with outside institutions (e.g., REU) (i.e., the KURF only facilitates research performed at Kutztown University supervised by Kutztown University faculty).

Ineligible materials

- Software and/or hardware already available at Kutztown University

- Costs for chemicals or other materials already available from Kutztown University departments and labs

- Costs for materials for use in classes or labs taught at Kutztown University (KURF funds *extracurricular* research, not research done as part of your regular coursework)

- Costs for potentially dangerous research materials for which the faculty and student are not trained in safe handling and use

- Honoraria or gifts for participants in studies

Ineligible individual expenses

- Wages for student workers or researchers

- Student living expenses while doing research in Kutztown University labs

- University enrollment expenses while performing research at Kutztown University (e.g., tuition, student fees, dorm fees, meal plan, etc.)

- Research where the only beneficiary is you (i.e., your results *must* be disseminated).

Instructions for Proposal Submission

Before writing a proposal, please read Appendix B – Minimum contents of a research proposal.

The deadline for written proposal submission is one week prior to the meeting dates of the KURF Science Subcommittee. We meet monthly throughout the fall and spring semesters. Please check the KURF Science Subcommittee website for specific deadlines dates.

KURF Grant proposals follow a three-part sequence: **1)** Pass the guidelines assessment quiz with a 100% accuracy, **2)** written proposal, then **3)** oral presentation of your proposal.

Part 1 – Guidelines Assessment Quiz

To avoid misunderstandings and help guide you through this process, you must pass the Guidelines Assessment Quiz with a 100% accuracy. You should reference this guidelines document while you are taking the quiz. If you score below 100%, you should re-review these guidelines and take the quiz again until you achieve 100% accuracy.

Part 2 – Written Proposal

1. **E-mail** your written proposal in **pdf format**[2] to Dr. Friehauf at friehauf@kutztown.edu . Your written proposal MUST be submitted electronically.
   a. Please follow the template and formatting provided in the KURF Proposal Template

Important: Please minimize discipline-specific jargon so that reasonably intelligent readers OUTSIDE of your specific discipline can readily understand the research goals and methodology involved in the proposal. Unclear/unintelligible proposals will not be funded.

   b. Include a detailed budget of all costs as outlined in the template.
   c. Include a high-resolution photo of yourself as a separate jpg-format file attachment to the same e-mail message.
   d. Please be sure that the subject line of your email states "Kutztown Undergraduate Research Fund - Proposal - *your name*"
   e. **If this is a Scientific Conference Presentation Travel Grant proposal**, the proposal may be submitted prior to acceptance of your abstract, but potential funding will be contingent upon acceptance by the hosting conference, in addition to an affirmative vote of the KURF Science Subcommittee.

☼ **Important:** Acceptance of your abstract by the hosting conference is a required element of Scientific Conference Presentation Travel Grant proposals, **but does not guarantee funding by the KURF**.

   f. **If this is a Research Travel Grant proposal** for work at an off-campus laboratory**,** a copy of the letter of invitation from the destination lab is required.

2. **Hand-deliver** a completed Signature Page (at end of this document) with original signatures to Dr. Kurt Friehauf (Boehm 135 – coordinates 40.51179779078689, -75.78448285977895). The purpose of the signature page is to legally document the:
   - Certifies faculty member's expertise in the research field and that they will be personally responsible for guiding the student at all stages of the project,
   - Certifies the student accepts the grant requirements and is legally responsible for compliance with university protocols
   - Certifies IRB and/or IACUC authorization for research involving live subjects.

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[2] Proposals submitted in Word, GoogleDocs, Apple Pages, LaTeX, Epub, Works, or other formats will not be accepted.

Part 3 – Oral Presentation of Proposal

As part of the evaluation process for KURF proposals, students are required to give a 10-minute presentation to the KURF Science Subcommittee explaining their research and funding request. Once we've received your written proposal, you will be notified of your presentation time on the meeting agenda.

1. The purpose of this presentation is for you to demonstrate your knowledge and understanding of your research project to the KURF Science Subcommittee. You must demonstrate how well you designed the project to answer your research question.
    Clear communication is essential.
    Important: Keep your audience in mind when preparing your presentation. The members of the committee are faculty with diverse areas of specialization. Most committee members will not have extensive experience in your specific area of expertise. It is important that you limit the use of discipline-specific jargon so all members of the committee clearly understand the research goals and potential results of your proposed research.
    Committee members cannot support proposals that they do not understand.

2. Presentations take place during the open hour from 11:00 to 11:50 a.m. on the fourth Tuesday of each month.

3. You will have a total of 10 minutes to make your case:

    a) You will have 5 minutes for your presentation. You must be very efficient and concise. We strongly recommend you **practice your talk** several times to make sure it fits within the time constraints and you're comfortable with the delivery.

    b) You will have a 5 minute question-and-answer session following your presentation during which KURF Science Subcommittee members will request clarification and follow-up exploration.

        KURF meetings have full agendas, so time limits must be adhered to strictly.

4. Please dress "business casual." You must present yourself in a professional manner. Students wearing sweats, t-shirts, and/or other inappropriately informal attire will not be permitted to present their proposal.

5. PowerPoint files for your presentation must be delivered to Dr. Friehauf at friehauf@kutztown.edu no later than 9:00 am on the day of your presentation.

IMPORTANT:
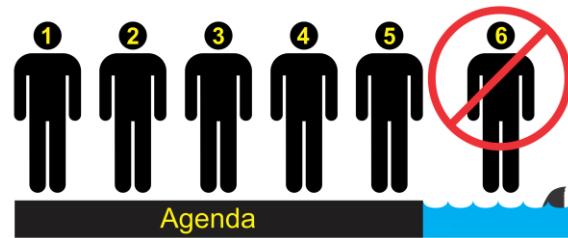
The committee can host a maximum of five (5) proposals per meeting
(5 students × 10 minutes/student = 50 minutes).
The monthly meeting agenda includes the first five proposals received before the monthly deadline. The sixth proposal and proposals received thereafter will be scheduled for the next month's overflow meeting in the order submitted.
It is therefore unwise to procrastinate until the day of the monthly deadline – you **may** submit proposals many days before that deadline to increase your chances of being scheduled on the agenda.

Evaluation of Proposals and Presentations

Written research proposals and oral presentations of research proposals are assessed by the KURF Science Subcommittee using a rubric (Appendix B).

You will receive notification of the KURF Science Subcommittee's decision on your proposal within two weeks of your presentation at the KURF meeting. Your proposal will be assessed and classified into one of four categories:

Funded as proposed

Committee recommends full funding of all items proposed in your budget up to the maximum grant limit.

Funded with modified budget

Committee recommends funding of some items proposed in your budget up to the maximum grant limit, but declines to fund some proposed expenditures.

Declined with recommendation to revise and resubmit

Committee cannot fund the proposal due to concerns about the content of written and/or oral presentation of proposal, but the committee believes the project has potential merit and if significantly revised. The Committee recommends the student re-write the proposal and/or prepare an improved oral presentation and resubmit.

This is the most common outcome in the grant community (e.g., NSF statistics for 2021 indicate only 26% of proposals submitted were funded – on average, **three out of four proposals are declined funding**. Only one in four earns funding. The great majority of the proposals that *are* funded are proposals that were rejected the previous year, then revised and resubmitted.
Bottom line: There is no shame in decline-with-recommended-revision-resubmission.

Figure 1 – Overall Award, Decline, and Funding Rate Trends
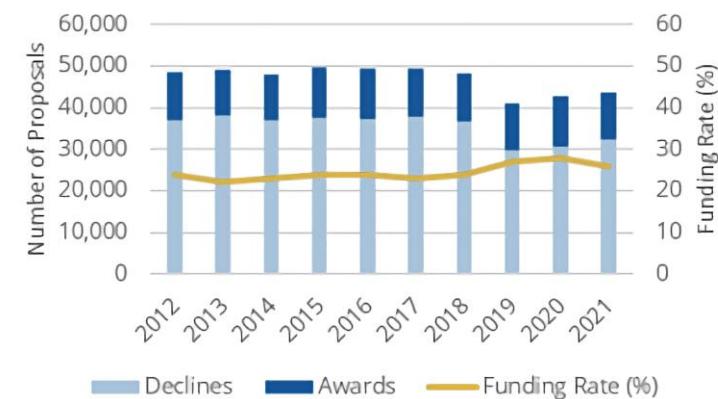
Source: Table 1 - Overall Proposals, Awards, and Funding Rate

NSF funding rates by year
source: National Science Board Committee on Oversight

Declined

Committee cannot fund the proposal because:

- the proposal requests funding for things the KURF program does not fund (see Restrictions – What we do NOT fund),
- because the scientific basis of the project as communicated in the written/oral presentation of the proposal is determined to be insufficient, and/or
- because the written/oral presentation of the proposal does not demonstrate the student is sufficiently prepared to undertake the project.

Procedures for Fund Usage

Purchases on your grant can be done either by personal purchase with reimbursement for your receipts, or direct purchase through the university's purchasing system with the help of an authorized purchasing agent. Each time you make a purchase, please update your KURF Budget spreadsheet and email the updated spreadsheet to friehauf@kutztown.edu with the subject line: *Kutztown Undergraduate Research Fund - budget update - (your last name)*

Personal purchase with reimbursement

Students may make direct purchases using personal funds for potential reimbursement after travel using their own personal credit cards. The university **strongly discourages** purchases faculty research advisors for students for faculty reimbursement.

Warning: Reimbursement of any purchase made using personal funds is subject to review and potential rejection by university accounting if:

- purchases deviate greatly from the purpose of the grant and/or
- purchases violate university policy and/or
- purchases are insufficiently documented and/or
- purchases exceed the GSA *per diem* rates linked on the Student Reimbursement site. (Students may be reimbursed only up to, but not exceeding the GSA *per diem* rates. For example, if the GSA rate for dinner is $25 and you spend $30, only $25 will be reimbursed, even if the rest of your meal expenses are below budget.)

For proper documentation, Kutztown University requires all receipts for reimbursement be **itemized** (i.e., explicitly list all items purchased) and **document payment** that was made (i.e., not unpaid invoices). Summary Credit Card receipts and non-itemized receipts cannot be reimbursed. The procedure for reimbursement of personal purchases is:

1. Keep original **itemized** receipts for all of your reimbursable expenses.

2. Organize by date and make clearly legible scans of your original itemized receipts into a single pdf file titled *KURF Reimbursement Receipts – (your last name).pdf*

3. Complete the **KURF Reimbursement Spreadsheet**, listing receipts by date.

4. Complete a **University Direct Pay Requisition Form** (received with your grant decision notification letter). Be sure that you complete:

   - The date and your contact information

   - The amount you are requesting be reimbursed

   - Explanation of the reason for your reimbursement

   - Indicate method of payment

Example of itemized receipt

Vendor name —
609 E 4TH AVE
SAN MATEO GAS & SHOP
XXXXXXXXX5001
SAN MATEO, CA
94401

Purchase date —
08/21/2024 439440661
08:24:46 PM

XXXXXXXXXXXX7778
Visa
INVOICE 0853
AUTH 7202

PUMP# 3

List of items purchased —
REGULAR   9.797G
PRICE/GAL $4.199

FUEL TOTAL $ 41.14

Total cost — TOTAL = $ 41.14

CREDIT $ 41.14

Documentation payment was made —
==============================
Customer-activated Purchase/Capture

- If reimbursement includes costs for meals during travel, explain the purpose of the function. Meals should only be reimbursed for the individual awarded the grant, not for other students traveling together.
- Sign (digitally) in the employee field

5. Email to friehauf@kutztown.edu with subject line stating *Kutztown Undergraduate Research Fund - reimbursement request - (your last name)* the following three (3) files:
    a. Completed University Direct Pay Requisition Form
    b. Completed KURF Reimbursement Spreadsheet
    c. PDF file of your scanned receipts

If all is in order, then:

1. KURF chairperson Dr. Friehauf will authorize, then
2. forward to the Office of Grants and Sponsored Projects for authorization, who will then
3. forward to the Accounts Payable Department for final processing and
4. check distribution to you.

Direct purchase through University system

Purchases of chemicals, laboratory consumables, instruments, and some major travel costs can be made directly through the University system by an authorized University Purchasing Agent[3].

The Purchasing Agent will require a cost center to make the purchase[4]. Your faculty advisor can get this from the Grants Office Manager Heather Arbuckle.

☐ For travel purchases, please contact Heather Arbuckle in the Office of Grants and Sponsored Projects with the subject line *Kutztown Undergraduate Research Fund - request help with purchasing travel expenses - (your last name)*

☐ For chemical or other lab consumable purchases, please ask your faculty advisor to coordinate with your department's official purchasing agent (e.g., Tami Talbot in the Biology Department, or Julie Smith in the Physical Sciences Department) using the subject line *Kutztown Undergraduate Research Fund - request purchase of research materials - (your last name)*

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[3] University professors are **not** authorized purchasing agents. These grants constitute are funds from the treasury of the Commonwealth of Pennsylvania, so their expenditure is tightly controlled. Direct purchases by the university are therefore done by a select few specially-authorized employees.

[4] A cost center is the identification number of the account from which funds will be drawn – like a bank account number.

Appendix A - Assessment Rubric for KURF Proposals and Presentations

Applicant _____

Research Title _____

Overall Recommendation

4	3	2	1	0
Outstanding	Good	Acceptable	Weak	Un-fundable
Funding recommended			**Funding rejected, but has potential**	**Funding rejected**
No recommendations for improvement	*Minor improvements suggested, but project success is highly likely*	*Project needs improvement prior to execution*	*Recommend major revision and re-submittal*	*Project does not meet criteria for funding; Resubmittal not recommended*

KU Undergraduate Research Written Proposal:

_____   Does the written proposal communicate clearly the research question(s) to be addressed and their importance?

_____   Is the research methodology clearly presented and likely to succeed in answering the research question(s)?

_____   Is discipline-specific jargon minimized so that a reasonably intelligent reader OUTSIDE of the specific discipline can readily understand the research goals and methodology?

_____   Is the need for items in the budget communicated and can the project be accomplished with the proposed budget?

_____   Is there a plan for dissemination of the results of the project?

KU Undergraduate Research Presentation:

_____   Was the research question clearly presented near the beginning of the presentation?

_____   Was the relevance of the research addressed?

_____   Did the presenter display a deep understanding of the research question, methodology and interpretation of results?

_____   Is the presentation delivered in a way that faculty OUTSIDE of the presenter's specific discipline can readily understand?

_____   If statistical analyses are included, can the presenter clearly explain the statistical tools used and their interpretation?

Appendix B – Minimum contents of a research proposal

Precisely what is the question you propose to address?
You must clearly and directly communicate that your journey has a specific destination.
Few granting agencies fund capricious explorations that lack a specific goal / question.

Why is your question important / relevant? "Just basic research" does not cut it in modern science both because funding is limited and because research is viewed as developing part of a greater fabric of scientific understanding. Knowing the conditions at a single study location or the processes operating in a very narrowly-defined system is also insufficient. You must explain how solving your specific little question increases our understanding of the much bigger picture – how can knowledge from this study be applied elsewhere in the world or in other systems? Funding agencies prioritize granting resources to projects of broad relevance.

Are you the expert best fit for solving this problem?
Funding agencies don't want to allocate precious resources to people incapable of executing the proposed research. You can establish your expertise by explaining the background setting of the problem in a way that both smoothly synthesizes previous work and develops those ideas into an intelligent, forward direction. You should report the relevant analytical equipment available to you to demonstrate you have the tools for the project. People don't fund hammers to drive screws.

How will you go about solving this problem? You need to demonstrate that you have a well-planned method for resolving your question. Draw direct connections between potential data results and how such data might support or reject ideas. Proposals that pose interesting questions, but not viable methodology for getting solutions are just idle musings.

What are some of the expected results? Clearly, you don't know the results of your research before you perform the experiments, but you should have an idea of *potential* results of your experiments. Explain how you will interpret specific results (e.g., I'm going to analyze the drinking water for mercury contamination. If the concentration is over 0.002 mg/l, then the water is contaminated, but if the concentration is less than 0.002 mg/l, then we will conclude the water is suitable for drinking.) Establishing the ground rules for interpretation of your results helps prevent bias in observations, data collection, and interpretation.

How do you plan to disseminate the results of your research? Funding agencies want to know that you will publish and present your results to the rest of the world. Projects with great questions and excellent methodologies rigorously executed are the equivalent of intellectual hobbies if the researcher doesn't publish the results.

How much is the project going to cost? Funders always want to know how their money will be spent. Explain specifically what you need and why you need it. Include a table itemizing the costs of the project. Expenses with uncertain relevance will not be funded and their inclusion detracts from your proposal's overall quality.

Be clear and concise. Reviewers are busy people and have a thick stack of proposals, so they appreciate direct language and minimal peripheral sidetracks. Heavy use of specialized jargon can lose your reader. Long and/or convoluted sentence constructions reduce readability. Write so you do not lose your reader's complete and focused attention.

- Kurt Friehauf, PhD, PG
Professor of Geology

Kutztown University Undergraduate Research Fund - Proposal Cover Sheet

Name:			Student ID #:	
Local Address:				
Local Telephone:			Email:	
Major:			Credit hours this semester:	
Expected graduation date:			Total credit hours at KU:	
Research faculty advisor name[5]:			Faculty email:	
Title of Research Project:				
Total Project cost:			Costs covered by other sources:	
Funding type requested:	☐ Research materials ☐ Travel to present research ☐ Travel to do new research		Destination (if travel):	
Have you received a previous research grant from the KURF?	☐ Yes ☐ No		If yes, date of grant:	
Title and amount of previous KURF research grant received:				
If Institutional Review Board (IRB) approval of the ethical treatment of subjects is required for project, date application submitted to IRB or date received IRB approval for research: *Include explanation in proposal*			☐ submitted ☐ approved date:	
If Institutional Animal Care and Use Committee (IACUC) approval of the ethical treatment of subjects is required for project, date application submitted to IACUC or date received IACUC approval for research: *Include explanation in proposal*			☐ submitted ☐ approved date:	

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[5] The faculty research advisor is the expert in the field of science being researched – the professor who worked with you as a technical guide and mentor on the substance of the research (not necessary your academic advisor).

Undergraduate Research Grant Proposal Template

Project title: Replace this text with your project title

Student name: Replace this text with your name

Faculty advisor: Replace this text with your **research** faculty advisor's name

Program: Replace this text with the name of your field of science

Project cost: $ X,XXX Replace this text with your total project cost

Abstract

This is a concise summary of your project written in terms understandable to a lay person – if your proposal is funded, this abstract will be posted on the website. We strongly recommend that you have your parents or non-science major friends review your proposal, then ask them to explain the concepts back to you. This is *not* the abstract you submit for publication at a conference, rather this is a *different* abstract that you write specifically for this proposal in accessible language to be read by faculty on the KURF Committee and by the general public.

Introduction

Your introduction should be a half to one (½ − 1) page explanation of the background of your research question setting the context for the problem statement. You know much more about the background of your project than any reader. The purpose of this section is to get your reader up to speed and establish the context of the research question. This section should end by segueing into the problem statement.

Problem statement

Very clearly, precisely, and concisely state the question your research proposes to answer. Be sure to explain the importance of answering the question and state the *multiple* hypotheses you will be testing. (For many people, this is the most difficult part of the proposal. If you find this section very easy, you should probably check to make sure you're doing this with sufficient mindfulness.)

Methods

Describe your research design, clearly explaining the types of data that you will collect and how interpretation of those data potentially impacts your assessment of your hypotheses. Please try not to exceed two (2) pages for this section.

Data / Results

If you are applying for materials to conduct experiments or are applying for travel funds to access off-campus analytical instrumentation, this section is a report of your preliminary results. Preliminary work on a project is common in grant proposals because it demonstrates a basis for the concept and a reason to believe the project has potential for success – it helps establish your expertise.

If you have *completed* your research and are applying for travel funds to present your results at a scientific conference, then this section is a clear synopsis of your results – like a mini paper.

Conclusions

Clearly and concisely summary of your conclusions. Be sure to explain the implications of your conclusions and suggest a direction for future study based on these results.

References

In this section, list only the articles and books that you reference in this proposal.

This is **<u>not</u>** a comprehensive bibliography of all of the books and journals you could find on the subject. This is a list of scientific journal articles that you read and reference in this manuscript. If you do not directly cite the paper in your proposal (e.g., Yoppolo and Friehauf, 2024), then do not include it in this reference list.

Yoppolo, G, and Friehauf, K., 2024, Appropriate citations to include in reference sections – A meta-analysis of STEM publications in the early 21st century: Journal of Appropriate Acknowledgements, v. 21, no. 3, p. 935-975. doi: 99.1234/987

Timeline

In tabular format, outline your schedule for achieving each step in your research, including both the research steps themselves and your plans for dissemination (presentation) of your results. For example:

Date	Procedure
September-October, 2024	Isolate Paleo gene from wild Gastornis specimens
October-December, 2024	Use PCR and OMG in Kutztown University lab to restrict the IDK activity
January 2025	Statistical analysis of results and submit abstract for presentation at the national Socioaleobiogeochemical Society of America meeting
April 2025	Present results at national Socioaleobiogeochemical Society of America meeting if abstract accepted

Budget

*If you are applying for a **travel grant**, your budget summary), your budget summary should resemble this:*

Budget item	Cost each	Number	Total cost
Hotel accommodations	$150/night	2 nights	$300
Vehicle Rentals	$40/day	2 days	$80
Abstract Registration Fee	$100		$100
Annual Meeting Fee	$65		$65
Flight	$450		$450
Food	$30/day	3 days	$90
		Total Cost	**$1085**
	Amount requested from KURF		$1000
	Amount covered by other sources		**$85**

*(**Please state additional funding source**)*

*If you are applying for a **research materials grant**, your budget summary should resemble this:*

item	vendor	cost	use
chemical A	Fisher	$350.00	Cell culture growth
chemical B	Wards	$315.00	Fluorescent tags for cells
do-dad 1	Sigma-Aldrich	$153.00	Cell stretcher
do-dad 2	Lowes	$200.00	Injector for chemical C
	Total	**$1,018.00**	
	Amount requested from KURF	$1000.00	
	Amount covered by other sources	**$18.00**	From: *(please state additional funding source)*

Biographical sketch of student

Please write a 4-5 sentence biography of your background, your career goals, and how this grant will help you achieve those goals.

With your proposal, please email a high-resolution photograph of yourself as an attached jpg file to friehauf@kutztown.edu. Your photo should show you doing your research or presenting your results at a scientific conference.

Published abstract
If this is a Scientific Conference Presentation Travel Grant proposal, please attach the abstract that was submitted for presentation at the meeting.

Conference abstract notification
If this is a Scientific Conference Presentation Travel Grant proposal, please attach the official notification from conference authorizing your presentation at the meeting (i.e., acceptance of your abstract).
If this is Research Travel Grant proposal to perform research at an off-campus lab, please include a letter of invitation from the instrumentation lab where the proposed research is to be performed.

Kutztown University Undergraduate Research Fund - Signature Page

Name:		Student ID #:	
Local Telephone:		Email:	
Project Title:			
Total Project cost:		Costs covered by other sources:	

If Institutional Review Board (IRB) approval of the ethical treatment of subjects is required for project, date application submitted to IRB or date received IRB approval for research: *Include explanation in proposal*		☐ submitted ☐ approved
If Institutional Animal Care and Use Committee (IACUC) approval of the ethical treatment of subjects is required for project, date application submitted to IACUC or date received IACUC approval for research: *Include explanation in proposal*		☐ submitted ☐ approved

Research Faculty[6] Endorsement *(please initial each item):*

____ I have read this proposal and I agree to serve as faculty supervisor of this project.
____ I am responsible for conscientious, professional guidance of the students involved in this project
____ I am responsible for proper expenditure of funds granted for this project

Research faculty name:		Faculty email:	
Faculty Signature:		Date:	

Student statement

If an undergraduate Student Research Grant is awarded for this project, I agree to the following conditions *(please initial each item):*

____ I will complete the research as outlined in my proposal.
____ I am responsible for working in a professional, cooperative manner with the research advising faculty member on this proposal.
____ I will present my results at a university and/or professional meeting.
____ I will submit a final report, signed by me and the supervising faculty member, consisting of a project summary and an accounting of the funds expended, at least one month prior to the end of the school year.

Student Signature:		Date:	

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[6] The faculty research advisor is the expert in the field of science being researched – the professor who worked with you as a technical guide and mentor on the substance of the research (not necessary your academic advisor).