

1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010 | Phone: 270-745-2446 | Fax: 270-745-6950 | gsresearchgrant@wku.edu**Graduate Student Research Grant and Travel Support Application Form**Name _____ WKU ID # _____
Last First MI

E-mail _____ Expected Date of Completion _____

Department _____ Advisor _____

If requesting research support, does this project
Require Human Subjects (IRB) approval? Yes ☐No ☐ If yes, please provide Human Subjects Reference # _____By providing my initials, I certify my understanding of the following: *Any expenses incurred prior to receiving a grant are ineligible for reimbursement (and are my own responsibility).* _____**For students requesting Research OR Research and Travel funds:**

Request for Grant of Funds in the Amount of \$ _____ (Maximum \$2,000).

Please submit the following **REQUIRED** documents with your application (see website for additional instructions):

1. Formal Budget Form (Please see Form for more details other than those listed below)
 - a. Materials/Supplies (Item, quantity, cost per unit, total cost)
 - b. Equipment
 - c. Travel. Please refer to current WKU travel policy.
 - d. Participant Support and/or Human Subjects
 - e. Cost sharing (if there is cost-share, the applicant needs to note exact amounts/sources of cost share.)
2. Research Proposal
 - a. Title of Proposed Project
 - b. Purpose of the Study
 - c. Design of the Study
 - d. Intended Use of Results and Possible Application of Results
3. One-page student Bio (CV/Resume)
4. Statement from the student and the advisor certifying that no documents included in the research grant proposal have been plagiarized.
5. Letter of endorsement of the research project or creative activity from the advisor.
6. Please be sure to submit Human Subjects (IRB), IACUC, or IBC approval letter (if applicable)

For students requesting ONLY Travel funds:

Requests for Grant of Funds in the Amount of \$ _____ (Maximum \$1,000).

Please submit the following **REQUIRED** documents with your application (see website for additional instructions):

1. Formal Budget Form
 - a. Lodging
 - b. Conference/Meeting Registration Fee
 - c. Transportation (e.g., Airfare, Mileage)
 - d. Food/Incidentals
 - e. Cost sharing (if there is cost-share, the applicant needs to note exact amounts/sources of cost share)
2. Presentation Details
 - a. Abstract
 - b. Conference details (Name and Location)
 - c. Statement describing developmental activities and how participation supports the future goals of the student
3. One-page student Bio (CV/Resume)
4. Plagiarism statement

Note, for students only requesting travel funds, you do not need to submit a letter of endorsement or an IRB approval letter.

ALL APPLICATION MATERIALS ARE TO BE SUBMITTED BY THE DEADLINE TO gsresearchgrant@wku.edu.**Any application that does not contain all necessary materials will be returned to the student. Only completed applications submitted by the deadline will be considered.**

**Graduate Student Research Grant
& Travel Support Application Form**

List previous Graduate Student Research Grants if applicable (date and amount)

Student Signature _____ Date _____

This student research proposal has been approved and is consistent with research expectations in the discipline.

Advisor Signature _____ Date _____

Department Head Signature _____ Date _____

College Dean Signature _____ Date _____

Graduate Student Research Grant and Travel Support Application Form
Additional Students Contributing to this ProjectDid any other students contribute to this project? Yes ☐ No ☐

If yes, please indicate below:

Name: _____

Department: _____ Advisor: _____

Name: _____

Department: _____ Advisor: _____

Name: _____

Department: _____ Advisor: _____

Name: _____

Department: _____ Advisor: _____

Name: _____

Department: _____ Advisor: _____