Graduate Student Research Grants

Maximum Award: $2000

Purpose: Graduate Student Research Grants are designed to support graduate students' personal and professional development by fostering active engagement in the areas of research, and creative and scholarly activities.

What type of projects are eligible? All areas of research and creative and scholarly activities are eligible. Projects must be student-initiated.

Who can apply? All graduate students can apply. Students are limited to 2 research grants per degree. Students may not receive more than $2000 in total for research grants per degree, or more than $2500 in research and travel grants total per degree.

Fundable budget expenses:

- Materials and supplies (e.g., stationery and postage)
- Equipment
- Travel necessary to collect data or conduct the creative activity (e.g., conducting research at a national archive)
- Participant support

Application Instructions:

A. Complete the following application form in full.

B. Proposed Budget and Budget Justification:

i. Materials/Supplies (item, quantity, cost per unit, total cost)
ii. Equipment needed to complete the research/creative activity (if it is not the type that the department would be expected to have or to acquire)
iii. Travel (only if necessary for data collection purposes, e.g., travel to a national archive).
iv. Participant support for human subjects research
v. Other
vi. Cost-sharing (if applicable)

C. Proposal Narrative: Write a two-page detailed proposal narrative (at least 11-point font) that includes the following information:

i. **The Objectives of the Project:** In a few sentences, provide an introductory statement outlining the nature of the project for a general audience (***do not assume reviewers are within your field of study***). This statement should capture the essence of your intended project.
ii. **Approach (Methodology):**
    a. Describe the overall approach you will take.
    b. If applicable, what methods will be used?
        i. How will data be collected and analyzed?
    c. What materials will be used?
    d. How will a particular theme be carried through creative work?
    e. Are there particular challenges that need to be overcome?
iii. **Expected Results and Significance:**
    a. What do you expect to produce, learn, or create?
    b. What will its expected significance be for your discipline/field?
    c. What scholarly contributions do you expect to make?
    d. In short, what results are you anticipating?
iv. **Expected Application of Results/Intended Use of Results:**
    a. Will the research/creative activity support your master's thesis?
    b. Do you intend to publish your results?
    c. Are you planning further study in higher education (e.g., Ph.D.)?
    d. Are you intending to submit your research/creative activity for a presentation at a conference?

D. Once the steps have been completed above, please send the application to the faculty mentor/ advisor. Faculty mentors/advisors should complete the one-page letter of support in the space provided. Mentor/advisors should sign the application indicating approval. Advisors/mentors should then send the completed application to the department chair for approval and signature.

E. Once all signatures have been obtained, the application for research grant funds should be submitted in full to gsresearchgrant@wku.edu. Only completed applications with all signatures will be reviewed.

Graduate Student Research Grant Application

Section A. To Be Completed by Student

Proposal Title:			
Project keywords			
Student Name:		**Degree Program:**	
WKU 800#		**Expected Graduation Date:**	
WKU Email Address:			
Advisor:			
Request for grant funds in the amount of:			
Does this project require Human Subjects (IRB) Approval?	Yes No		
If Yes, please provide the Human Subjects Reference number (not required at time of application)			
Human Subjects (IRB) information: https://www.wku.edu/compliance/wkuhumansubjectsirb.php			
Is this your Thesis, Dissertation, Specialist Project or Capstone research?	Yes No N/A (my program does not have this requirement)		
Please list previous Graduate Student Research Grants if applicable (date and amount awarded):			
Did any other students contribute to this project?	Yes No		
If yes, please indicate their names, department, and advisor:			
Please indicate your agreement with the following statement: I attest that this project was written by me and in my own words.	Yes No		
Advisor Signature: ▶	Date		
Department Head Signature: ▶	Date		

Section B. Graduate Student Research Grant Budget Form

Name				
Project Title				
Advisor				
	Item	**Cost per Item**	**# Of Items Requested**	**Total Cost for Item**
A. Materials/Supplies				
1				
2				
3				
4				
5				
6				
7				
8				
Subtotal				
B. Equipment				
1				
2				
3				
4				
5				
Subtotal				
C. Travel (travel such as field work that is vital to conduct the project). Please refer to current WKU Travel Policy.				
1				
2				
3				
4				
5				
Subtotal				
D. Participant Support and/or Human Subjects				
1				
2				
3				
4				
5				
Subtotal				
E. Other				
1				
2				
3				
4				
5				
Subtotal				
			Total Budget	

Cost Sharing	
Will this Grant completely fund your research?	Yes No
If no, please include details about additional funding sources (funding source, amount requested, pertinent dates, and status – under review, funded, not funded) in the space below:	
Is this research being supported by WKU departmental resources and technology?	Yes No
If yes, please describe in the space below. Note, departmental resources and technology may pertain to lab equipment, software, and supplies made available to you by your department.	
Are you receiving any cost-share for your research? In other words, are you receiving any departmental or college support to either you or your advisor to complete this project?	Yes No
If yes, please describe the funding source, amount , and how the funding is being used in the space below:	
Budget Narrative/Justification: Provide a detailed explanation and justification for all project costs in the space below. In other words, for each item listed in your budget, provide a narrative justifying the expense and why it is needed for your project.	

Section C. Proposal Narrative

Student's Proposal Narrative – maximum 2-page, at least 11-point font, single-spaced:

Student's Proposal Narrative – maximum 2-page, at least 11-point font, single-spaced:

Section D: To be completed by research mentor/advisor

Letter of Endorsement of the Research Project/Creative Activity by Student Advisor: