Graduate Research & Inquiry Program Grant (GRIP Grant) Proposal Guidelines

The following materials are required for your application to be complete. Each page must be typed, in 12-point Times New Roman font, single-spaced, with 1-inch margins. The timeline can be double spaced. **The entire application packet must be combined into a single pdf and submitted as one file, titled “Last Name of applicant First Name initial_GRIPGrant2015.”** The Faculty Mentor Letter of Support may be emailed separately from the application package. Applications that do not adhere to this format or are incomplete will not be reviewed.

1. **Complete online** [GRIP Grant Application](#).

2. **Grant Proposal (maximum 6 pages):**
   Includes Project Description, Timeline, Budget, Justification, and References
   
   a) **Project Description** *(2 pages total):* Describe the project for which you are requesting funds. The project description, must be clear and concise and include the following:
   
   - **Objective of research:** Clearly state the research focus or question and the importance and value of the research project.
   - **Background:** Some brief background information on the research study, including a relevant literature review (e.g., what has already done in the field related to your research topic/question).
   - **Methodology:** A brief overview of the methods or approach that will be used to complete the study.
   - **Anticipated outcome(s):** Provide expected results/outcomes and identify how they make an original intellectual or creative contribution to the discipline or practice.

   b) **Timeline** *(1 page):* Please include a detailed timeline for completing the project successfully. Include the expected start date, specific steps involved to conduct the study, completion date, presentation at an FAU Research Symposium, and anticipated graduation date. Your timeline must be both systematic and realistic. Please note that the timeline may not exceed 12 months from the start date and must be completed prior to your graduation as a graduate student.

   c) **Budget and Budget Justification** *(1 page):* Prepare a line-item budget for all funds being requested. **For each item,** indicate details of the specific item requested, quantity needed (consistent with methodology), cost, and where the items will be purchased (supplier) with a website link if appropriate to the item itself. For the budget justification, provide a narrative explanation of each of budget items, which "justifies" the cost in terms of the proposed work. The explanations should focus on how each budget item is required for the completion of the project. If budget exceeds allowable grant amount, please explain how the overage is to be funded.

   Examples of allowable expenses include, but are not limited to:

   - costs for laboratory, artistic supplies, software and databases, and small equipment that are not readily available in your area/department/college;
• travel to offsite locations to conduct research, such as archives, libraries, companies, museums, or collections containing materials relating to the research topic;
• photocopying of research-related materials or purchase of books not otherwise available at or through the University Library;
• program fee costs associated with a research-intensive study abroad program to include materials and supplies needed to conduct the research abroad.

Examples of non-allowable expenses include, but are not limited to:
• costs associated with attendance or presentations at professional meetings;
• stipends, living expenses, tuition or laboratory fees of the grant recipient;
• research costs normally associated with department/college budgets (e.g., computers or laptops for use at FAU);
• costs associated with the external funding of the student’s faculty advisor for research in the same general area;
• the hiring of assistants or other external services;
• lessons or costs associated with professional development.

Note: FAU’s Student Government Association (SGA) has funds available for conference travel and for presentations at professional meetings. See website at http://www.fau.edu/sg/services/student_travel/index.php and "Student Travel Policy" at http://www.fau.edu/sg/Student_Travel_Policy_-_080212.pdf.

d) References (1 page): At the end of your project description, please include a comprehensive list of references related to the research topic.

e) For Group Proposals: One member of the group must complete all of the above listed components of the application. In addition, a justification of what each group member will contribute to the project must be made in the form of a one page (maximum) supplemental document. Each group member must have a clear role/task supporting the overall research question(s).

3. Faculty Mentor’s letter of recommendation (1 page): An FAU faculty Mentor’s checklist has been developed to facilitate the completion of this recommendation letter. The Faculty Mentor’s letter can be emailed separately from the application package.