

GRANT APPLICATION FOR GLYNN FAMILY SCIENCE MAJORS

I. Application for Summer Research Grants: The grant initiative for science majors of the Glynn Family Honors Program has as its primary goal the funding of meritorious proposals for *Summer Research* both *On and Off Campus*. Current Notre Dame Sophomores and Juniors pursuing a major in the College of Science (COS) are eligible to apply. Funding resources come from both the Glynn family Honors Program and the COS. The process of evaluating proposals will be organized by the Undergraduate Research Director of the COS and involve assessments from faculty of the College.

Basic Information: For On-Campus Summer Research: Full-time research should be conducted for 9-10 weeks on a research project mentored by a faculty member of the COS. Applicants should have worked with their COS faculty mentors for at least one semester prior to the summer for which funding is requested. Successful applicants are expected to continue working with the same faculty mentor into the academic year beyond the summer of funding. The Summer Undergraduate Research Fellowship consists of a \$4000 stipend and \$500 for supplies. If a student receives support from other university sources, the total stipend will not exceed \$4000.

For Off-Campus Summer Research: Students should be applying to (and before the award becomes final) accepted by an established research program, such as the Research Experience for Undergraduates (REU) sponsored by the National Science Foundation, or a university laboratory. Full-time research should be conducted for at least 4 weeks. The Summer Undergraduate Research Fellowship will cover all expenses and include an honorarium for the student. The amount of the honorarium will depend on the merit of the proposal. If a student receives support from other sources, then Glynn Family Honors Program support will supplement these so that all student expenses and the honorarium are funded.

Application. Please submit online using urapply.nd.edu. Students should check all programs for which they are eligible (e.g., Glynn Family Honors), follow the outline below, and supply all required information:

Click on **Start a Proposal** to begin.

A. Proposal Information. Required information includes research title, purpose, start/end date, requested grant amount, city, and country. Under Purpose, select “Research/Creative Endeavor.”

B. Approvals. If you are traveling to perform your research either domestically or internationally you must indicate so in this section. If your research fits the definition of Human Subject Research you must also fill out the International Review Board (IRB) section.

C. Opportunities. Under the “Glynn Family Honors Program College of Science” select “Glynn Summer On-Campus Research” or “Glynn Summer Off-Campus Research.”

D. Proposal Narrative. Upload a pdf of no more than 5 pages that provides the specified information and is formatted exactly as follows: (1) **Cover Page** – name, gender, ethnicity, email, college, major(s), overall GPA, science GPA, career intent, (e.g., MD, PhD); (2) **Research Experiences** – a description of all research already undertaken; (3) **Research Intent** – a succinct but thorough one page description of proposed summer research that provides sufficient detail to demonstrate the viability of the research while enabling reviewers unfamiliar with the specific area of research to provide a reasonable assessment; (4) **Significance of Proposed Research** – a paragraph describing how information generated by the proposed research could be applied more broadly, beyond academia; (5) **Career Plans** – an explanation of how a summer research experience fits into the applicants career plans, both immediate and long-term; (6) **Major Research Discovery** – a brief description of one research discovery, including reference to relevant citation that the applicant believes is critical to the area of proposed research, being sure to explain why; (7) **Budget** - for applications for On-Campus Summer Research no budget justification is needed as the stipend level is fixed at \$4,000. For Off-Campus Summer Research provide a budget request for all your anticipated expenses.

E. Budget Justification. After completing your Proposal Narrative you will be presented with a list of budget items. If you are applying for On-Campus Research, simply put \$4,000 and leave the Budget Justification section blank. If applying for Off-Campus Research, complete the budget request form and provide explanations and justifications for all your budget entries in the space provided. Include anticipated expenses for travel, living, and laboratory expenses. If applying for On-Campus Research, you do not need to upload a PDF copy of your budget justification.

F. Letter of Support. After you have submitted the Proposal Information, Narrative, and Budget, you will be asked to provide the name of one faculty member from the COS whom you have asked to endorse your application. Include this faculty member's first and last name, net ID, and email address. This faculty member will receive an email with instructions to upload a Letter of Support for your proposal. The Letter of Support should include an assessment of the applicant's potential, such as the possible publication of the research, the value and importance of the proposed research, and the likelihood that the applicant will make substantial progress and that research beyond the summer will continue. For an application for On-Campus Research this faculty member should be the research mentor for the proposed research. For an application for Off-Campus Research the faculty member should have familiarity with both the applicant and the field of research involved.

G. Official Transcript – please upload an original pdf provided by the University of Notre Dame.

Deadline. Application materials are due by March 1, 2014. Incomplete applications not formatted correctly and/or submitted after the deadline will not be considered. Complete applications will be acknowledged by email when submitted, both from urapply.nd.edu and by the College of Science. If you do not receive a confirmation email from the

College of Science, please contact the Undergraduate Research Coordinator of the COS immediately at dchalone@nd.edu or (574) 631-2441.

Selection. Final selection will be made based upon reviews of applications by COS faculty and staff who will consider the qualifications of the candidates and whether proposals are well written, concise, and compelling. All efforts will be made to notify successful applicants by early April.

II. Other Grant Applications. While it is the principal aim of the grant initiative to fund Summer Research, the Glynn Family Honors Program also considers applications that do not fall into the category Application for Summer Research Grants. With regard to such applications, there are no particular restrictions, but they will typically involve requests for research outside the summer time frame or for the participation in a medical and service related opportunity. The evaluation of such proposals is coordinated by the Co-Director of the Glynn Family Honors Program of the COS. Successful applicants will receive grants that cover all expenses and include an honorarium. The amount of the honorarium will depend on the merit of the proposal. In case an applicant receives support from other sources as well, then Glynn Family Honors Program support will supplement these so that all student expenses and the honorarium are funded.

Application. Please submit online using urapply.nd.edu. Click on **Start a Proposal** and fill out the required information,

Attend to **A. Proposal Information** and **B. Approvals** exactly as described in the section **I. Application for Summer Research Grants.**

C. Opportunities. Under the “Glynn Family Honors Program College of Science” select “Glynn Academic Year Funding for Science Students” or “Glynn Service/Medical Grant Proposals.”

D. Proposal Narrative. Upload a PDF of no more than 4 pages that provides the following: A careful description of the particular research program or service opportunity including a proposed starting date; a discussion of the relevance and impact of the program; a discussion of the applicant’s qualifications and experiences with a focus on those that will enable the applicant to draw maximal benefit from the program; an explanation of the importance of the proposal to the applicant’s future goals and career plans.

E. Budget. After uploading your Proposal Information and Proposal Narrative, you will be presented with a Budget Information Form. Complete the fields that apply, and provide a brief justification for your budget in the space provided. To complete the budget request upload a PDF that includes a listing, explanation, and complete justification of all anticipated expenses such as travel, living, and other costs.

F. Letter of Support. On submitting the Proposal Information, Narrative, and Budget, you will be asked to provide the name of one faculty member from the COS whom you

have asked to endorse your application. The faculty member should have good familiarity with both the applicant and the field of research or service. Include this faculty member's first and last name, net ID, and email address. This faculty member will receive an email with instructions to upload a Letter of Support for your proposal. The Letter of Support should address the points in the Proposal Narrative and include an assessment of the applicant's potential to benefit from the research or service program.

G. Official Transcript. Please ensure a transcript is sent to the Co-Director of the Glynn Family Honors Program of the COS.

Deadline. There are no specific deadlines, but the Application materials should be submitted in complete form at least two months in advance of the proposed starting date. Complete applications will be acknowledged by email when submitted, both from urapply.nd.edu and the Glynn Family Honors Program. If you do not receive such confirmation, please contact the Glynn Family Honors Program immediately.

Selection. Final selection will be made based upon reviews of applications by COS faculty and staff who will consider the qualifications of the candidates and the quality of the proposals in terms of their clarity, articulateness, and importance. All efforts will be made to notify successful applicants well in advance of the starting date of the program.

Post-Program Obligations for all successful applications. Awardees must give a formal presentation of their research at a conference or symposium (on campus or off-campus) within one academic year of the completion of the funded work. They are also to send a letter of thanks including a summary of their experience to the Glynn Family within one semester of the completion of the funded work.