

GRANT APPLICATION FOR GLYNN FAMILY SCIENCE MAJORS

The Glynn Family Honors program, in conjunction with the College of Science, funds students for several purposes including: conducting summer research (on or off campus); presenting research at a conference or meeting; and paying costs associated with conducting research, such as purchasing materials or reimbursing participants. From time to time, other types of activities may be funded, at the discretion of the program directors and pursuant to available funding.

The Glynn Family Honors Program seeks to provide substantial funding for every student who requests it, at least once during their time at Notre Dame. Activities that are directly related to a student's senior thesis are generally given priority for funding; requests from upperclassmen tend to be prioritized over those of underclassmen, though applicants are encouraged to argue in their proposal that the opportunity for which they seek funding may not arise again, or that the funding will open up the possibility for other, externally funded opportunities later. Students who receive summer funding are still eligible for travel and other grants, and vice-versa. But it is not expected that a student will receive summer funding from the Glynn Program more than once. Students are expected to always seek funding from all sources for which they are eligible (*e.g.*, Hesburgh-Yusko or Stamps programs, CUSE, College of Science, etc) when applying for Glynn funding. Finally, funding is never guaranteed, but requires the submission of a meaningful and competitive grant application.

The rest of this document outlines the application procedure for Glynn program science grants. All students, regardless of type of funding sought, should read the final section on post-grant reporting and fund disbursement.

I. Application for Summer Research Grants: The summer grant program for science majors in 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 Freshmen, 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 usually have worked with their COS faculty mentors for at least one semester prior to the summer for which funding is requested, though exceptions for first-year students can be made. 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) program sponsored by the National Science Foundation, or a university laboratory. Full-time research should be conducted for 4 to 10 weeks. The Summer

Undergraduate Research Fellowship may cover expenses and include an honorarium for the student. The amount of the honorarium will depend on the merit of the proposal and the length of the research experience, but will not exceed \$450/week or \$4000 for the summer. If a student receives support from other sources, then Glynn Family Honors Program support can be used supplement these to pay for unreimbursed expenses and/or honoraria up to \$450/\$4000. All other sources for funding must be included in the application; if these are not known at the time of application, the Glynn director should be informed as soon as that funding has been secured.

Application. Students who will be performing on-campus for the summer and who are eligible for COS-SURF funding should submit their funding application through the COS on [Submittable](#); instructions are given here:

<http://science.nd.edu/research/undergraduate-research/opportunities/on-campus/#SURF>

Be sure to check the box that you are a Glynn Program student so that your application materials will be forwarded on to the Glynn Program after initial review by the College. **The deadline for COS applications is Monday, March 2.**

Students who are applying to work off-campus or are otherwise ineligible for COS-SURF funding should submit an application directly to Glynn, using urapply.nd.edu. Students should follow the outline below, and supply all required information. **The deadline for Glynn-only applications is the Monday, March 16.**

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.” *If your research qualifies for COS-SURF funding, please submit through the COS process, discussed above! Proposals eligible for COS-SURF funding that are submitted directly to Glynn instead of COS get lowest funding priority.*

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), research mentor(s), and 3-5 keywords describing the proposed research;
- (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 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 & Thesis Plans** – an explanation of how a summer research experience fits into the applicant’s career plans, both immediate and long-term, and into their senior thesis project;
 - (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 Summer 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 for COS-SURF grants are due by the first Monday of the March immediately preceding the summer of the proposed research. Applications for COS-ineligible grants are due the Monday immediately following Spring Break. Incomplete applications and/or those submitted after the deadline may not be considered. Complete applications will be acknowledged by email when submitted, either from urapply.nd.edu or by the College of Science. If you do not receive a confirmation email, please let one of us know.

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. The Glynn Family Honors Program also considers applications that do not fall into the category of summer research experiences. Such applications will typically involve requests for funds to travel to present at a conference or meeting; research outside the summer time frame; funds for the participation in a medical and service-related opportunities; or funds to pay for research expenses, such as purchasing supplies or reimbursing human subjects. The evaluation of such proposals is coordinated by the Science director of the Glynn Family Honors Program. In case an applicant receives support from other sources as well, then Glynn Family Honors Program support can be used to supplement these, should the budget require it.

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

Complete sections **A. Proposal Information** and **B. Approvals** exactly as described in the section I above.

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 opportunity, service program, or conference, including a proposed starting date; a discussion of the relevance and impact of the program to your senior thesis and to your future career; and a discussion of your qualifications and experiences with a focus on those that will enable you to draw maximal benefit from the program.

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. The maximum award for a travel grant is \$1,500 (though less may be provided); the maximum for research-related expenses is \$1,750.

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 you and your 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. If the Director requires a transcript, you will be informed. Otherwise, you do not need to submit a transcript with your application.

H. Invitation. If relevant, please upload in some part of the application a copy of your invitation to present at the conference, or to participate in the service or other activity for which you are

applying for funding. This is not necessary if your letter of support comes from the person whom you will be working with or has invited you to speak.

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 Wendy in 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.

III. Post-Grant Obligations for all successful applications.

A. Final Report. After the completion of the funded project or travel, all award winners must submit a final report to the Glynn Honors Program. For funded research, a 2-5 page report is expected, detailing your activities during the funded period, connecting back to the original proposal where possible. If the grant supported a presentation at a conference, then a copy of the paper or poster should be submitted in lieu of a final report. For service or other non-research activities, a 2-5 page report on your activities should be submitted explaining your activities and their significance to your education and your personal and professional development.

B. Complete the Post-Grant Reporting Form. Grant recipients are required to complete the Post-Grant Reporting Form. The form can be completed on line and can be found at:

<http://glynnhonors.nd.edu/grants-fellowships/applying-for-glynn-grants/>

The form requires the submission of photographs of you taken doing some of the work funded by your grant. Photos can be taken using your cell phones. Guidelines for photography can be found on the same page.

C. Presentation of Research. Students receiving summer research awards must give a formal presentation of their research at a conference or symposium (on or off campus) within one academic year of the completion of the funded work; presentations at the fall or spring COS undergraduate conferences fulfill this obligation.

D. Thank-You Letter. Glynn scholars are able to conduct cutting-edge research and advance their knowledge and their academic careers because of the generosity of the Glynn family. After you write your Final Report, please also write a thank-you note to the Glynn family, which includes a brief description of what you did with your grant. Thank you notes can be sent to the Honors program office for forwarding to the Glynn family. The Glynn family will also receive a copy of your Final Report, as well as a copy of your completed Senior Thesis.

IV. Disbursal of Funds.

All grants from the Glynn Family Honors Program will be paid in a lump sum payment by direct deposit to your bank account on file with the University, or by check if the former is not

possible. If other arrangements are more appropriate, such as directly depositing research funds into a faculty member's discretionary account, please inform the Program at the time of your application.

Direct questions to:

Dr. Anselma Dolcich-Ashley
The Glynn Family Honors Program
309 O'Shaughnessy Hall
574.631.5398