

GRANT APPLICATION FOR GLYNN FAMILY SCIENCE MAJORS – Spring/Summer 2021 Edition –

The Glynn Family Honors program intends to fund students for summer research in 2021 insofar as allowed by University COVID guidelines. Students may apply for grants to remain on campus doing full- or part-time research for the summer; for materials or other resources to be specifically used by you in your thesis research; or for travel to other locations for the purpose of conducting research. Note, however, that any grant that involves travel or off-campus research cannot be approved until the University has lifted any applicable restrictions on such activities. From time to time, other types of activities may also be funded, at the discretion of the program directors and pursuant to available funding.

The process for applying for funding depends on your request. 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. All students should also be aware that the funding process is, by necessity, competitive, and a strong application helps your chances greatly. Dr. Dolcich-Ashley will be running workshops on applying for summer grants to help guide you in preparing a strong application.

Where to Apply

The majority of Glynn's summer science funding goes to students who are also eligible for funds from the College of Science, through the COS-SURF program. Students are eligible for COS-SURF if:

- You are a sophomore or junior in the College of Science.
- You will be doing research on campus for at least 9 weeks this summer.
- You will have already completed at least one semester of research with your research mentor prior to the start of summer.

If all of these apply to you, then you should apply through the [COS-SURF program here](#), with an application deadline of **Monday, March 15**. Please follow the instructions on that website carefully, and be sure to check the box indicating that you are a Glynn student. After the College reviews the applications, the College and Glynn work together to fund as many Glynn students as possible. *Students who are eligible for COS-SURF but who do not apply through the COS-SURF application are last in line to get Glynn funding.*

However, Glynn will also fund students who do not meet the criteria above. More specifically, the Glynn Program funds students to **perform off-campus research or to perform research for less than 9 weeks of the summer; we also fund first-year students to do summer research, even with no prior research experience.** For students in these groups, *do not use the COS-SURF system to upload your application.* Applying through COS-SURF will greatly delay your application and could even lead to it being lost. You should apply through [URApply](#), choosing the Glynn Science Summer Research Grants subprogram. The deadline for these grants is **Thursday, April 1**. Instructions for applying through URApply are below.

Decisions on both types of grants will be made announced in mid-to-late April. If there is anything unusual about your request, please contact Prof. Kolda to talk it over before submitting your application.

Standard Grants & Disbursal of Funds

A typical **on-campus** Summer Undergraduate Research Fellowship consists of a \$4000 stipend and \$500 for supplies (given directly to your mentor) for a 8-10 week full-time program. If a student receives support from other university sources, the total stipend will not exceed \$4000. If a student is doing research for less than 8 weeks, that grant is pro-rated at \$500/week. Students doing research on campus will receive their pay biweekly during the summer, and are not eligible for travel support.

Off-campus summer research students also receive stipends of \$4000 for 8-10 weeks, pro-rated for less than 8 weeks as above, and up to \$500 in travel support (transportation and housing). These stipends are paid all at once, at the start of summer. If students do not complete the research program for which they were funded, they are expected to return excess funds to the Program.

Students doing **international research** of 8-10 weeks receive \$4000 in stipend and up to \$1500 in travel support (transportation and housing). These stipends are generally paid all at once, at the start of summer. If students do not complete the research program for which they were funded, they are expected to return excess funds to the Program.

All other kinds of grants are paid in a manner decided in discussion with the Director.

Instructions for Glynn Proposals through URApply

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 Research Grants” *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, 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 other than stipend.

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. (Note: off-campus mentors often have trouble uploading letters through URApply. They can send their letter directly to Prof. Kolda, ckolda@nd.edu.)

G. Official Transcript – We do not need your transcript. You can skip this step.

Remember, the deadline for non-COS-SURF eligible grants is April 1.

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.

Direct questions to:

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The Glynn Family Honors Program

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