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|  | **2024-2025 STUDENT FUNDING AWARD**  **FOR RESEARCH AND TRAVEL**  **CALL FOR APPLICATIONS—Spring 2025** |

The Office of Student Research (OSR) offers awards to undergraduate and graduate students to defray costs associated with research and creative inquiry projects. The maximum award is **$500** for single researchers, **$1000** for two co-researchers and **$1500** for three co-researchers. Students in all disciplines and majors are invited to apply. There are two opportunities for funding in Spring 2025. Round 1 applications are due **January 31, 2025 at 5:00 p.m.** Round 2 applications are due **February 28, 2025** **at 5:00 p.m.** Additional rounds of funding will be available in Fall 2025. All funding from Fall 2024 and Spring 2025 rounds of funding must be spent during the 2024-2025 academic year.

Appropriate research expenses include laboratory equipment or supplies, media equipment, equipment for work in the field, art supplies, software, photocopying, printing and film processing, communication costs (postage, phone, etc.), travel to support the investigative phase of the student’s work (such as travel to field sites, museums, archives, or libraries), and travel expenses related to presenting their work at a scholarly conference or equivalent (including transportation, mileage, lodging, registration, meals and other related expenses).

**Eligibility**: Student funding supports student research and creative inquiry projects, where a student develops or is substantially involved in developing a research question/thesis/problem/purpose of a project, conducts an inquiry or investigation using sources as evidence and shares the results, which may include creative projects or performance. Students must be currently enrolled, full-time undergraduate or graduate students in good academic standing. It is the student’s responsibility to apply in the funding cycle that best suits their funding needs. The Advisory Board for the Office of Student Research will evaluate applications based on the application rubric posted on the Office of Student Research website. If a students’ application is not funded, the student will receive feedback and will be allowed to resubmit their application for consideration in the next round of funding. Preference will be given to students who have not previously received the same type of student award (research or travel) during the 2024-2025 academic year.

**Requirements**: Students who receive awards will be required to present a version of their research at the Student Showcase for Research and Creative Inquiry, the Graduate Student Symposium, or a similar presentation venue, attend at least one Career Development Workshop event during the Student Showcase for Research and Creative Inquiry, and complete the Final Performance Report by the deadline stipulated in their notification email. The Final Performance Report documents a student’s progress on the funded research project. Failure to present their research or complete the Final Performance Report may result in a student not being eligible for OSR funding in subsequent semesters.

**To apply**: Students should electronically complete and submit a **PDF (no larger than 2 MB)** of the application to the Office of Student Research ([osr@longwood.edu](mailto:osr@longwood.edu)), **by January 31, 2025 at 5:00 p.m. for consideration for Round 1 or February 28, 2025 at 5:00 p.m. for Round 2.** Please direct questions to Amorette Barber, Director, Office of Student Research ([barberar@longwood.edu](mailto:barberar@longwood.edu)) or ([osr@longwood.edu](mailto:osr@longwood.edu)).

**OFFICE OF STUDENT RESEARCH**

**2024-2025 STUDENT FUNDING FOR RESEARCH AND TRAVEL PROPOSAL**

**TO BE COMPLETED BY THE STUDENT(S) APPLYING FOR FUNDING.**

Students should electronically complete and submit a **PDF (no larger than 2 MB)** of the application to the Office of Student Research ([osr@longwood.edu](mailto:osr@longwood.edu)), **by January 31, 2025 at 5:00 p.m. for consideration for Round 1 or February 28, 2025 at 5:00 p.m. for Round 2.** Please direct questions to Amorette Barber, Director, Office of Student Research ([barberar@longwood.edu](mailto:barberar@longwood.edu)) or ([osr@longwood.edu](mailto:osr@longwood.edu)).

The maximum award is **$500** for single researchers, **$1000** for two co-researchers and **$1500** for three co-researchers.

**PART 1. STUDENT and PROJECT INFORMATION**

**STUDENT INFORMATION**

**\*\*Complete co-researcher information if applicable. The first person listed will be the contact person for the group and should submit the application form.\*\***

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| --- | --- | --- | --- | --- | --- |
| Name |  | Undergraduate or Graduate Student? | |  | |
| Department |  | Email |  | | |
| Co-researcher #1 |  | Undergraduate or Graduate Student? | | |  |
| Department |  | Email |  | | |
| Co-Researcher #2 |  | Undergraduate or Graduate Student? | | |  |
| Department |  | Email |  | | |
| Faculty Mentor |  | Email |  | | |

**PROJECT INFORMATION**

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| --- | --- | --- | --- | --- |
| Title of Project |  | | | |
| Are you applying for research or travel funding? Choose ONE. | | \_\_\_ Research Funding | | \_\_ Travel Funding |
| If you are applying for **travel funding**, please 1) state the name of the conference, 2) whether the conference is virtual or in-person, 3) location of the conference if it is in-person, and 4) the conference dates | |  | | |
| Check one for round of funding | | \_\_\_ Round 1 | \_\_\_ Round 2 | |
| Indicate current semester and year | | \_\_\_ Fall \_\_\_ Spring | Year:\_\_\_\_\_\_\_\_\_ | |

**FUNDING REQUEST SUMMARY**

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| --- | --- | --- | --- |
| Total amount requested from OSR (per maximum amounts described above) | $ | | |
| Total amount of budget (Proposed Budget Total) | $ | | |
| Funding difference (if Proposed Budget Total exceeds Amount Requested) | $ | | |
| If you have a funding difference, how will you fund the additional amount? (i.e. departmental funds, personal funds, a different funding source? | | | |
|  | | | |
| Have you received student funding from the Office of Student Research this academic year? | | \_\_\_ Yes | \_\_\_ No |

**\*\* If you are applying for Research Funding, please complete the proposed budget form on page 4 of the application.\*\***

**\*\* If you are applying for Travel Funding, please complete the proposed budget form on page 5-6 of the application.\*\***

**PROPOSAL CHECKLIST**

**\*\*Applications will be penalized for failing to provide relevant documents.\*\***

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| **IRB**: Does your research involve human subjects? If yes, attach documentation (i.e. email) of Institutional Review Board exemption or approval**.** See <http://www.longwood.edu/studentresearch/institutional-review-board-irb/> | \_\_\_ Yes | \_\_\_ No |
| **IACUC**: Does your research involve animal subjects? If yes, attach documentation of Institutional Animal Care & Use Committee’s approval (cover sheet only). See <http://www.longwood.edu/studentresearch/institutional-animal-care--use-committee-iacuc/> | \_\_\_ Yes | \_\_\_ No |
| **For Travel Awards**: Are you seeking funds to present at a scholarly conference? If yes, attach copy of your conference abstract **OR** confirmation of abstract acceptance to conference. | \_\_\_ Yes | \_\_\_ No |
| **Budget**: Have you completed the Proposed Budget Form (either the Research Funding Form on page 4 or the Travel Funding form of page 5) for this application? | \_\_\_ Yes | \_\_\_ No |
| **Faculty Recommendation**: Have you obtained and included a faculty recommendation? | \_\_\_ Yes | \_\_\_ No |
| **Final Performance Report:** If funded, I understand that I am required to submit the Final Performance Report by the deadline indicated in my notification email. | \_\_\_ Yes | \_\_\_ No |
| **Permission:** Do you give your permission to use information from this form in a release as well as promotional materials for OSR? | \_\_\_ Yes | \_\_\_ No |

**SIGNATURES (use of an eSignature is acceptable)**

|  |  |
| --- | --- |
|  |  |
| **Signature of Student Researcher** | **Date** |
|  |  |
| **Signature of Co-Researcher #1** | **Date** |
|  |  |
| **Signature of Co-Researcher #2** | **Date** |

**PART 2: PROPOSAL INFORMATION**

**\*\*It is essential that all of your answers use language suitable for a reader outside of your discipline. Please make sure you clearly define specific terms and avoid the use of jargon.\*\***

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| 1. **Purpose of project:** What is the research question or purpose of the project for which you are seeking funding? How will you go about undertaking the project (i.e. what method or approaches will you use?). (250 words max) |
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| 2. **Background:** What does the literature say about your topic? The literature is the scholarly writing (i.e. peer-reviewed articles, scholarly books, conference proceedings, etc.) on a topic. In-text citations of your sources are required. Please include a list of your cited references after your answer to this question. Your citation information does not count towards the word count. (150 words max) |
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| 3. **Significance:** What is the significance of your project to your field? How is your research or creative inquiry project novel and what will it add to your discipline? How will the discipline at large benefit? (150 words max) |
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| 4. **Preparation:** List relevant courses you have taken or experiences you have had and explain how they have prepared you to undertake the project. **If there is more than one researcher listed, please complete this section for each student researcher. (150 words max per student researcher)** |
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| 5. **Benefits:** How will you benefit academically and professionally from undertaking this research? **If there is more than one researcher listed, please complete this section for each student researcher. (150 words max per student researcher)** |
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**PART 3: PROPOSED BUDGET- RESEARCH FUNDING**

**\*\*Students are strongly encouraged to consult their faculty mentors and/or the Office of Student Research when constructing their budgets.\*\***

If you are applying for **Research Funding,** please complete the following proposed budget form.

**Important Information Regarding** **Research Funding**:

* Please list **all items** and calculate and **list** **all costs** for the project, even if they exceed the maximum award amount (see Funding Request Summary).
* If you are funded, the funds to purchase research materials will be transferred to your department. You will need to work with your faculty mentor, department chair, and department administrative assistant to purchase your requested research supplies.
* Research supplies that are purchased using funds from the Office of Student Research are property of Longwood University and need to remain at Longwood University after the research is completed.

**\*\*Round all figures to the nearest dollar. Add additional rows if necessary.\*\***

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| **Research Supply Items** | **Calculation of expenses: Show calculations for costs.** | **Requested**  **Amount** | **Link to website showing the cost and description of item** |
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|  | **Total Cost** | **$** |  |
|  | **Amount Requested from OSR** | **$** |  |
|  | **Funding difference (if Proposed Budget Total exceeds Amount Requested)** | **$** |  |

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| **Rationale**: Explain why you need the research supplies you requested to complete your proposed project. (150 words max) |
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**PART 3: PROPOSED BUDGET- TRAVEL FUNDING**

**\*\*Students are strongly encouraged to consult their faculty mentors and/or the Office of Student Research when constructing their budgets.\*\***

If you are applying for **Travel Funding,** please complete the following proposed budget form.

**Important Information Regarding Travel Funding**:

* Please complete all the requested information and calculate and **list** **all travel costs**, even if they exceed the maximum award amount.
* If you are funded, you will be required to complete a Request for Travel Authorization (RTA) before you travel. State travel policies and regulations determine the approved costs/reimbursement amounts. The Office of Student Research can prepay for registration and transportation expenses (airfare and train). If a hotel participates in the direct billing process, which is to invoice the university the cost of the lodging, then the lodging can be paid directly by the university. If not, then you will be reimbursed for travel costs, such as lodging, mileage, and meals after you have completed your travel and have submitted all itemized receipts for travel.

Meals and Lodging:

* Find the Per Diem Rate for lodging and meals for your destination using this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> .
* Calculate your lodging and meal costs using the following formulas and enter in table below:

Meal costs=Number of travel days X Meal per diem rate for destination

Lodging costs=Number of travel days X Lodging per diem for lodging for destination

Mileage:Calculate mileage at $.535 per mile. Mileage=Total miles (mileage to and from destination) X $.535.

Ex. 150 miles X $.535=$80.25

**\*\* Round all figures to the nearest dollar. If your travel does not include one of the items, please enter “None” into the form.\*\***

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| **Name of Conference/Symposium** | **Dates of Conference/Symposium** | **Is the Conference/Symposium Virtual or In-Person** | **Location of Conference/Symposium if it is in-person** | **Conference/Symposium website** |
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| --- | --- | --- | --- |
| **Category/Item** | **Calculation of expenses: Show calculations** | **Requested**  **Amount** | **Link to show cost** |
| *Ex. Lodging* | *Hampton Inn Harrisonsburg; 3 days X $85 per day=$255.00* | *$255.00* | [https://www.expedia.com/Harrisonburg-Hotels-Hampton-Inn-Harrisonburg-South](https://www.expedia.com/Harrisonburg-Hotels-Hampton-Inn-Harrisonburg-South.h2270685.Hotel-Information?chkin=2020-09-08&chkout=2020-09-09&destType=MARKET&destination=Harrisonburg%20%28and%20vicinity%29%2C%20Virginia%2C%20United%20States%20of%20America&pwa_ts=1598370353145&referrerUrl=aHR0cHM6Ly93d3cuZXhwZWRpYS5jb20vSG90ZWwtU2VhcmNo&regionId=6056902&rfrr=HSR&rm1=a2&selectedRatePlan=230263800&selectedRoomType=201127998&semdtl=&sort=RECOMMENDED&top_cur=USD&top_dp=85&useRewards=false&x_pwa=1) |
| Meals |  |  |  |
| Lodging |  |  |  |
| Mileage in personal vehicle |  |  |  |
| Transportation (Airfare, etc) |  |  |  |
| Parking |  |  |  |
| Conference Registration Fee |  |  |  |
| Other (please describe under Calculation of Expenses) |  |  |  |
|  | **Total Cost** | **$** |  |
|  | **Amount Requested from OSR** | **$** |  |
|  | **Funding difference (if Proposed Budget Total exceeds Amount Requested)** | **$** |  |

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| **Rationale**: Explain why you choose to present at this specific conference/symposium. Why is presenting at this conference/symposium appropriate for your research and for your professional growth? (150 words max) |
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**OFFICE OF STUDENT RESEARCH**

**2024-2025 STUDENT FUNDING FOR RESEARCH AND TRAVEL PROPOSAL**

**Part 4: FACULTY MENTOR RECOMMENDATION**

**TO BE COMPLETED BY THE FACULTY MENTOR.**

Faculty mentors should complete the Faculty Recommendation and this form should be included in the student’s application. A student’s application will be penalized for the absence of the faculty recommendation.

**FACULTY INFORMATION**

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| --- | --- | --- | --- |
| Name of Student Applicant(s) |  | | |
| Faculty Mentor |  | Email |  |
| Department |  | | |

**FACULTY RECOMMENDATION**

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| --- |
| Please comment on the ability of the student(s) to successfully complete the proposed project and how the student(s) will benefit from completing this project. Please also evaluate the potential importance of the proposed project and the need for funding to support this student’s project or travel. |
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| **By signing this form I confirm that I have: 1)** reviewed my student’s application, **2)** confirm the viability of the project, **3)** confirm that the costs for the project are reasonable, **4)** confirm that if the budget exceeds $500 per student applicant, that the student(s) can fund the difference from the additional sources listed in the proposal, **5)** understand that the student is required to present at the Student Showcase for Research and Creative Inquiry, or the Graduate Student Symposium, or a similar presentation venue**, 6)** understand that the student is required to attend at least one Career Development Workshop event during the Student Showcase for Research and Creative Inquiry and **7)** understand that the student is required to complete and submit the Performance Report upon completion of the project. |

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| **Signature of Faculty Mentor Date** |  |