

Celebration of Scholarship / Strike a Spark Funding Proposal: Instructions

1. Complete each of the sections listed below on the following pages of the Celebration of Scholarship / Strike a Spark Funding Proposal:
I: Cover Sheet
II: Project Introduction
III: Proposal Materials & Methods
IV: Proposal Budget
V: Proposal References
VI: Addenda
2. Obtain a signed letter of support from your faculty / staff mentor. This letter should address the significance of the project to the student as well as the qualifications of the student to complete the study.
3. Combine the following documents into a single PDF File with a file name using the last name of the lead researcher. For example: Jones_AJ_Study_of_Research_About_Migratory_Birds:
 - Completed Celebration of Scholarship / Strike a Spark Funding Proposal
 - Letter of support from faculty / staff mentor
4. Complete the [Online Submission Form](#) where you will upload a copy of the combined PDF noted in step 3.

There will be two rounds of proposal decisions with the following deadlines:

Round 1 proposals must be submitted by **11:59 PM, November 17**. Decisions on Round 1 submissions will be delivered by December 8.

The deadline for Round 2 submissions is **11:59 PM February 16**. Decisions on Round 2 submissions will be delivered by February 28.

Celebration of Scholarship / Strike a Spark Funding Proposal: I. Cover Sheet

Project Title:

Total Amount of Grant Requested:

Expected Project Completion Date:

Name of Lead Student:

Graduate or Undergraduate:

Major:

QPA:

Credits Earned:

Phone:

PennWest Campus:

Email Address:

Other students participating (list names and email addresses):

Faculty / Staff Project Mentor:

Department:

Email:

Campus Phone:

Other Faculty / Staff participating in project (list names and email addresses):

Lead Student Signature:

Faculty / Staff Mentor Signature:

Celebration of Scholarship / Strike a Spark Funding Proposal: II. Project Introduction

- A. This section should contain enough background information that reviewers can understand the significance of the project. Remember that reviewers come from a variety of disciplines, which means the proposal must be clearly understood by someone outside of your field of study – so write appropriately. **(NOTE: 3000 character limit)**
- B. Literature relevant to the research should be briefly reviewed and cited.
- C. Clearly state the objective and / or purpose of your proposed research or creative work.

Celebration of Scholarship / Strike a Spark Funding Proposal: III. Proposal Materials & Methods

- A. Methods must be described in sufficient detail that the reviewer can easily follow the procedures and determine if they have been thoughtfully designed. (NOTE: 3000 character limit)
- B. A timeline for completion of the project should be included.
- C. Any literature appropriate for an understanding of the methods should be cited.

Celebration of Scholarship / Strike a Spark Funding Proposal: IV. Proposal Budget

- A. Use **Section 1: List of Expenses** on the following page and include the cost of each item and the number of each item needed. The total for each line and overall total will calculate automatically. Allowable expenditures include funds to defray the cost of consumable supplies, specialized services, and equipment that are not readily available. Travel costs incurred in conducting the study are permitted. Ineligible expenses include salaries, stipends, or consulting fees. Equipment and supplies that can reasonably be obtained in academic departments will not be supported. **The maximum amount a project may request is \$600.00**
- B. Provide a brief justification for each line item.
- C. Include any additional sources of funding for the project in **Section 2: Additional Funding Sources**. Reviewers like to see that in large, expensive projects additional funding has been secured or is being sought.
- D. All supplies and equipment purchased will become the property of PennWest University at the completion of the project.
- E. Purchasing of materials must follow PennWest University purchasing procedures. Students should not purchase material with the expectation for reimbursement without coordinating with their faculty mentor and the department. Each department will receive funding for their awarded students. Please work with faculty mentors and departmental administrative staff to order supplies and materials and/or coordinate travel. Please note, all funds must be spent two weeks before the end of the fiscal year.
- F. Students and faculty mentors should work with their respective departments in the ordering of supplies and equipment. Any changes to the budget following the awarding of the grant must be justified in ordering supplies and equipment. Any unused funds will revert to the Office of Academic Affairs.

Celebration of Scholarship / Strike a Spark Funding Proposal: IV. Proposal Budget (page 2)

Section 1: List of Expenses

	Item	Justification	Quantity	Unit Cost	Total Item Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
(NOTE: Total not to exceed \$600.00)				TOTAL	

Section 2: Additional Funding Sources

Celebration of Scholarship / Strike a Spark Funding Proposal: V. Proposal References

This section must include all of the literature citations included in the **Proposal Introduction** and **Proposal Materials and Methods** sections. The format of references will vary from one discipline to another, but they should be consistent (NOTE: To format on Windows, CTRL+B for bold text, CTRL+U for underline, CTRL+i for italic; on Mac, Command+B for bold, Command+U for underline, Command+i for italic)

Celebration of Scholarship / Strike a Spark Funding Proposal: VI. Addenda

The lead researcher should provide below a brief narrative of their career objectives and how the research will further their achievement of these goals. Include in this narrative any accomplishments to date. Additional space is available on the following page, if needed.

The lead researcher should then add to this application a **PDF copy of the letter of support from the mentor**. All documents should be in one PDF file with a file name using the last name of the lead researcher. For example: **Jones AJ Study of Research About Migratory Birds**. The single PDF file should be uploaded using the [Submission Form](#).

