



# Department of Biology Guidelines For Graduate Student Requests for Funding Support

19 February 2003

1. **Eligibility:** All graduate students who have either their thesis project or their Independent Research project approved are eligible to apply for funding support for that project. For those applying for the second time, a request for support must have been submitted to a source outside the Department of Biology. Awards may not exceed \$500 per student for each graduate degree project.

2. **The report format includes the following:**

- a. Cover page consisting of a completed application form.
- b. The description of the project must consist of the following sections.

- I. **Introduction:**

The Department of Biology considers research proposals from graduate and undergraduate students for a variety of funds including materials, research supplies and other expenses related to the conduct of student research and creative activity as well as related travel expenses to professional meetings when students are presenting the results of their own research or creative activity.

- II. **Project Description**

The project should be summarized in **less than 1100 words** (approximately 210 to 230 words per page, double-spaced with one-inch margins) and should include the following sections:

- a. **Statement of purpose and/or objectives of the overall project.** For travel requests, describe the overall research project to be presented or submit an abstract.
- b. **Methodology and work plan.** For travel requests, list this category but indicate “not applicable”
- c. **Description of each activity and expected results**
- d. **Time-table** for completion of project/travel.

- III. **Itemized budget and justification** of request for funds.

(Continued on reverse)

3. **General**

- a. Whenever human participants or animal subjects are involved, approval from the appropriate University of Nebraska Review Board must be obtained before funds will be awarded. For information on the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC), call SPR at 554-2286, check the SPR's Web page, or come to EAB 202 for applications and guidelines.

**PLEASE NOTE:** All personnel engaged in human subjects research must undergo training in the protection of human subjects. The IRB will not approve an application until all key personnel are trained and certified. This includes both non-exempt and exempt human subjects research. The Collaborative IRB Training Initiative (CITI) is a web-based training course available through the SPR web page.

b. Submission Requirements:

- (a) **Deadlines:** In general, requests for funding support will be due mid-October and early-March. Specific dates will be posted approximately one month prior to due date.
  
- (b) **What to submit:** Submit one complete copy of the proposal and any additional documentation that may be required (e.g. IACUC approval, etc.). A complete proposal, described above, consists of (1) the Cover page consisting of a completed application form, (2) a complete description of the project with the sections indicated above, and (3) a budget with explanation.