**Macalester College Research Grant Application Form
*Leland and Kathleen Hansen Geography Research Endowed Fund***

**The deadline for completing and submitting this form is midnight, Friday, February 5, 2016.** Provide the information below to receive fullest possible consideration for your application. For assistance, contact the Geography Department Chair, Holly R. Barcus at or barcus@macalester.edu

**Faculty Researcher**

Faculty Name:

Title:

Department:

**APPLICANT**

|  |  |
| --- | --- |
| Student Name: |       |
| Major(s): |       |
| Anticipated Graduation Semester: |       |
| Completed Responsible Conduct of Research (RCR) certification?: |       |

**Proposed Projection Information**

Project Title:

Total Amount Requested ($):

Dates of Proposed Project:

**Research Review for Proposed Project**

When faculty apply for money from endowed college funds or grants provided to Macalester by external foundations, the proposed research must abide by existing federal and/or disciplinary guidelines. Consequently,

* Research involving animals must receive the approval of Macalester’s Institutional Animal Care and Use Committee (IACUC). See <http://www.macalester.edu/acs/PIinfo.html> for more information.
* Research involving humans must receive approval from Macalester’s Institutional Review Board (IRB), the Social Science Institutional Review Board (SSIRB), or Psychology Review Board (PRB), **UNLESS one of the following applies**:

	+ Research involving normal educational practices such as instructional strategies, curricula, or classroom management techniques;
	+ Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures or interview procedures, UNLESS: (a) the information obtained directly or indirectly identifies individual participants; and (b) disclosures of participants’ responses would place the participants at risk of legal liability or would be damaging to their financial standing, employability or reputation;
	+ Observations of public behavior as long as information is recorded in such a way that individuals cannot be identified;
	+ Research of public documents;
	+ Oral history (this does not include ethnography);
	+ Journalism (if, however, research requires IRB approval on other grounds, the fact that the author intends to publish it in a newspaper or media outlet does not exempt it from review);
	+ Interviews of experts and public figures (provided that the interview focuses only on the individual’s area of competence).

Contact Geoffrey Gorham, Chair of Macalester’s IRB, if you have questions about college review policy concerning your project.

**\*\*\* Will your proposed project require an IRB review?**

**SECTION 1:**

**PROPOSED PROJECT DETAILS**

*(To be completed by Student Applicant)*

**A. Proposal Abstract:**

Provide a summary of the project for individuals who are unfamiliar with the technical, specialized terminology of your discipline. The College may use this information for publicity if your proposal is funded.

**Use no more than 150 words.**

**B. Overview of Proposed Project:**

Briefly describe your project in non-technical language, including the activities that you (and your student collaborator) will undertake. Faculty who are not in your discipline will evaluate this proposal. If reviewers do not understand your proposal, you will not be funded.

**Use no more than 500 words.**

**C. Timeline for Proposed Project:**

Provide a timeline of activities in your proposed project.

**Use no more than 250 words.**

 **SECTION 2:**

**THE STUDENT EXPERIENCE**

*(To be completed by Faculty Researcher)*

**A. Student Enrichment:**

Describe the objectives of this proposal in terms of student enrichment. What skills, techniques, or knowledge will students be expected to master to complete the work?

**Use no more than 250 words.**

**B. Student Aptitude:**

Describe the student’s background, characteristics, and/or knowledge that make him or her suited to complete the project’s goals (e.g., previous coursework or research experiences).

**Use no more than 250 words.**

**SECTION 3:**

**PREVIOUS FUNDING**

*(To be completed by Faculty Researcher)*

List all current and previous, internal or external, grants or awards that you have/received within the last three years, along with resulting scholarly outcomes and external dissemination of work (publications, off-campus presentations, exhibit/performance of work, etc.) achieved via collaboration with undergraduates.

**SECTION 4:**

**PROPOSED BUDGET**

*(To be completed jointly by Student Applicant and Faculty Researcher)*

Keep in mind that endowed funds may be used to support your project. Consequently, the faculty committee deciding on a funding level may elect to provide less than the full amount you request. Budget items that are not essential for your project are not likely to be funded.

Examples of expenses typically not funded include:

* Gifts for hosts in other countries;
* Alcohol;
* Shipping your private property back to Macalester.

Consult with Lynn Hertz (hertz@macalester.edu or x6330) if you have questions.

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| --- | --- |
| **Item** | **Amount** |
| Research expenses (e.g., supplies, library or gallery fees, copying fees, etc.): | $      |
| Equipment (e.g., equipment for lab work, the arts, interviewer; computer hardware, etc.): | $      |
| Transportation expenses (e.g., airfare, rental cars, taxis, etc.): | $      |
| Housing expenses (e.g., hotels, etc.): | $      |
| Food expenses (e.g., meals, etc.): | $      |
| Student research stipend (amount per week = $450 for 10 weeks maximum): | $      |
| Student research stipend benefits (10% of total research stipend): | $      |
| Other expenses: | $      |
| **Project Budget Total:** | $      |