

**BRIDGEWATER STATE COLLEGE**  
**ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH (ATP)**  
**ATP SEMESTER GRANT**  
**INDIVIDUAL AND SMALL GROUP APPLICATION FORM 2009-2010**

ATP Semester Grants support undergraduate research during the academic year by providing funds to offset the costs of research-related supplies and travel. Semester Grants are available to all BSC undergraduate students in good academic standing, who are conducting research or creative work under the guidance of a BSC faculty mentor. Applications will be accepted from individual student researchers or research groups. A research group is defined as two or more students conducting the same research project as part of a team with the same faculty mentor. Only one application should be submitted to ATP for a group project. *The group leader will typically be responsible for all expenses.* **NOTE: These grants are not to be used to replace departmental budget responsibilities for typical classroom work, and cannot be used to purchase computer equipment;** computer supplies, however, are allowed. You are expected to consult with your research mentor for help in completing this application.

The complete application including your mentor's recommendation and signature must be received by **Ms. Kathy Frederick, Office of Undergraduate Research, Room 200, Maxwell Library**, by **4:00 PM** on **October 9, 2009** (Fall grants), or **February 12, 2010** (Spring grants). **No application will be considered as submitted unless a receipt is issued.**

Name (individual or group leader): \_\_\_\_\_ Banner ID#: \_\_\_\_\_  
Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ BSC E-mail: \_\_\_\_\_  
GPA (in your major): \_\_\_\_\_ GPA (overall): \_\_\_\_\_

*If the proposed research will be conducted as part of a group, please complete the information below for other group members.*

Name \_\_\_\_\_ Banner ID#: \_\_\_\_\_  
Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ BSC E-mail: \_\_\_\_\_  
GPA (in your major): \_\_\_\_\_ GPA (overall): \_\_\_\_\_

Name \_\_\_\_\_ Banner ID#: \_\_\_\_\_  
Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ BSC E-mail: \_\_\_\_\_  
GPA (in your major): \_\_\_\_\_ GPA (overall): \_\_\_\_\_

Name \_\_\_\_\_ Banner ID#: \_\_\_\_\_  
Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ BSC E-mail: \_\_\_\_\_  
GPA (in your major): \_\_\_\_\_ GPA (overall): \_\_\_\_\_

Name \_\_\_\_\_ Banner ID#: \_\_\_\_\_  
Major: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ BSC E-mail: \_\_\_\_\_  
GPA (in your major): \_\_\_\_\_ GPA (overall): \_\_\_\_\_

**\*\*Note: All official correspondence will be via your official BSC email address only.**

**Project Description (350 word limit).** On a separate page, address the following items:

1. Title of your project.
2. Clearly state the **research question** that this project will address.
3. Describe the **methodology** that will be employed to address the research question and address the relevance of the methodology to the project.
4. Describe the **general significance** of the project to others within your academic field, or to society in general.

**Safety** Does your project involve any of the following: Animal Subjects; Human Subjects; Hazardous Materials; Radioactive Materials? Yes NO

If yes, please explain in your proposal how you will address safety issues.

### **IRB**

Does your Course Grant application require Institutional Review Board (IRB) approval? Yes No

If yes, please indicate whether:

- an IRB application has been made by the time of the grant submission, and
- the IRB approval is in place at the time the ATP Grant Review Committee deliberates.

**Proposed Budget.** Individual students may receive up to \$300 for supplies, books, research-related travel (not travel to conferences), or photocopy costs. For group projects, the maximum amount allowed is \$175 per group member. For example, a research group consisting of two students can propose a budget not to exceed \$350. However, the total reimbursement for any group cannot exceed \$750. Please check the categories below that best match your intended use of these funds:

- Books
- Photocopying/Printing
- Basic Supplies
- Research-Related Travel (conference travel not allowed)
- Other

If approved, funds will not be released directly to the student, but will be handled as reimbursements or order request forms. If this is a group application, usually all expenses will be incurred by, and reimbursed to, the group leader. All expenditures must be completed by December 12 (Fall grants) and May 1 (Spring grants), and reimbursement requests must be submitted no later than January 16 (Fall grants) and May 22 (Spring grants). There is no carry-over of funds from Fall to Spring semester. Reimbursement guidelines and forms are available at <http://www.bridgew.edu/ATP/reimbforms.cfm>.

**Budget Justification.** On a separate sheet of paper, estimate the amount needed for each of the budget categories checked above and provide a brief explanation of its purpose, relevance, and necessity within the context of your project.

**Course Information.** To receive an ATP Semester Grant you must be conducting your project as part of a course in the semester that applies to this grant application (Fall or Spring). The course may be Honors Thesis research, a research or independent/directed study course, or one of your regular courses (free elective, core curriculum, or major). Your research mentor must be the instructor of the course. Please indicate this information below:

**Course Number:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Course Instructor (Mentor):** \_\_\_\_\_ **Mentor's Department:** \_\_\_\_\_

**Grant conditions.** As a condition of this grant I/we agree to submit a 2-4 page report on the project by the end of finals week of the term in which we receive the grant, and to present the results of the research or creative work (group presentations are acceptable) at the ATP Undergraduate Research Symposium on April 29, 2010.

**Student Signature** (individual or group leader): \_\_\_\_\_ **Date:** \_\_\_\_\_

**If this application is for a group project, other group members should sign here:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A complete semester grant application includes this Application Form (with signatures), the Project Description, Proposed Budget with the Justification, and your mentor's recommendation and signature in a separate sealed envelope. **Incomplete grant applications will be returned.**

## Mentor's Recommendation and Signature

The mentor should complete this page and return it to the student applicant or group leader in a sealed envelope.

**\*Note: You must be a full-time or part-time faculty member at BSC to mentor a student on a research project funded by a Semester Grant.**

Name of student(s): \_\_\_\_\_

For how long have you known the applicant(s)?

**Please rate the individual student or research group below using a scale from 1 to 5. At your discretion, you may skip this rating scheme and write a brief recommendation instead (300 word limit).**

(1) Excellent (top 10%), (2) Good (top 25%), (3) Fair (top 50%), (4) Below Average (bottom 50%), (5) No basis to judge

Overall knowledge in discipline of proposed research: \_\_\_\_\_

Overall academic ability: \_\_\_\_\_

Applicants potential for research in this field: \_\_\_\_\_

Motivation: \_\_\_\_\_

Maturity: \_\_\_\_\_

Interpersonal skills: \_\_\_\_\_

Communication skills: \_\_\_\_\_

Overall Recommendation: \_\_\_\_\_

**Responsibilities of the Research Mentor.** The research mentor is responsible for establishing an environment that will provide your student the best possible experience in conducting the proposed research. This includes:

- Assisting the student in finding the resources required for conducting the proposed research;
- Assuring that the research is conducted in an ethical manner;
- Assistance and quality control in preparation of the proposal, conducting the research, writing of reports, and giving presentations;
- Assistance with public dissemination of the research at campus, regional, or national conferences (student travel funds are available);
- Evaluation of your student's progress for use as feedback to the student at the end of the semester grant period.
- If the project requires the use of animal or human subjects, and/or hazardous or radioactive materials, assisting the student in acquiring IRB approval.

Mentor's signature \_\_\_\_\_ Date \_\_\_\_\_