WSU GRANT APPLICATION: STUDENT RESEARCH OR CREATIVE PROJECT

Applicant's Name _____ Date _____

Email address _____ Local Phone Number _____

Major _____ Minor _____

Total Semester hours earned at the time of application _____

Expected date of graduation _____ Faculty Sponsor: _____

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Title of Project

Brief Summary of Proposed Project

Dates of project   Beginning date _____   Ending date _____

Description of end product to be submitted to faculty sponsor

Total amount of funds requested for this project _____

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Have you received a research/creative project grant before? _____

If so, when? _____ For what amount? _____

Have you received travel support for a research/creative project presentation before? _____

If so, when? _____ For what amount? _____

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The student-authored proposal must include: 1) a statement of research problem or creative purpose, 2) research methodology or creative strategy, 3) expected outcomes of project, 4) schedule and expected date of completion, 4) student readiness for proposed research / creative project, 5) statement of where the results of the project will be presented, 6) bibliography, 7) a detailed and specific project budget with rationale for each expenditure, and 8) a letter of recommendation from a faculty sponsor that addresses the applicant's qualifications for the proposed research or creative project.

Applicant's Signature _____ Date _____

Faculty Sponsor's Signature _____ Date _____

Note: An electronic copy of a final end product must be filed within 10 business days of conclusion of the project with Academic Affairs via the Office of Grants & Sponsored Projects (npeterson@winona.edu).

BUDGET REQUEST FORM

Complete using categories that apply and adding others as appropriate. Provide an explanation/justification for each line item for which funding is requested.

$ _____ **Ground travel** - Explanation: _____ miles @ $ _____

_____ **Air fare** – Explanation: _____ to _____

_____ **Lodging** - _____ days @ $ _____

_____ **Per diem** - _____ per day for _____ days

_____ **Books And/Or Supplies** - Explanation: _____

_____ **Equipment** - Explanation: _____

_____ **Audiovisual Supplies** - Explanation: _____

_____ **Printing: On Campus** - Explanation: _____

_____ **Office Supplies** - Explanation: _____

_____ **Postage** - Explanation: _____

_____ **Software** - Explanation: _____

_____ **Copy Machine Fees** - Explanation: _____

_____ **Other** - Explanation: _____

_____ **Other** - Explanation: _____

_____ **Other** - Explanation: _____

_____ **Other** - Explanation: _____

$ _____ TOTAL REQUESTED

To calculate the total automatically, enter a zero on each line that does not have a number on it.
Click on the line where you would enter the total requested.
On the **Table** menu, click **Formula**
In the box for the formula, enter **=SUM(ABOVE)**.
Click **OK**.

Submit a signed PDF copy of the proposal electronically to the Provost/Vice President for Academic Affairs via the Office of Grants & Sponsored Projects (npeterson@winona.edu).