**Student Team Grants Proposal Template**

**This is a preview of the online form to help you draft your proposal. All proposals must be submitted by through the online proposal form linked in the call for applications**.

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| **Project title:** |  |
| **Email address:** |  |
| **List of student team members**  *Please list below the following information for each student team member: 1) Student’s full official name as listed in the Duke Directory; 2) Duke Unique ID Number (including leading zeros); 3) Program/Major; 4) anticipated graduation date; 5) Duke email address.* |  |
| **Faculty mentor information**  *A letter of recommendation is required from your faculty mentor. Your mentor’s letter should address the scholarly value of your research project, their assessment of your preparedness for completing the project, and how they intend to support you (including how often the mentor and students will meet; how the mentor will provide guidance, oversight, and assistance; and their willingness to help student's process expenses through the Duke system). Please have your faculty mentor email their letter to*[*laura.howes@duke.edu*](mailto:laura.howes@duke.edu)*.* | |
| **Faculty mentor first name:** |  |
| **Faculty mentor last name:** |  |
| **Faculty mentor email:** |  |
| **Faculty mentor title:** |  |
| **Faculty mentor department/ school:** |  |
| **I agree to waive my right to examine the letter of support.** | * Yes * No |

**Project Description**

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| **Abstract:** Provide a brief summary of the project and the issue it will address (1-2 paragraphs, no more than 1,000 characters). |  |
| **Research plan:** Please provide a brief narrative that articulates: 1) the goals of the research; and 2) a plan of how the research will be conducted. (no more than 4,500 characters) |  |
| **Team operations:** Please explain the anticipated role that each member of the team will play and/or how the team will collaborate on the project. (no more than 1,500 characters) |  |
| **External partners and engagement:** Does your team plan to engage with external partners or research participants? If so, please explain the nature of this engagement and whether this would be a new collaboration or build on an existing collaboration. (no more than 1,500 characters) |  |
| **Student development:** For each student involved, explain how this project fits within their overall academic and professional plan. (no more than 1,500 characters) |  |
| **Project timeline:** Please provide a brief timeline explaining when the project will start and end, and key milestones in-between. |  |

**Project Details**

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| **Research with Animals:** Does your research involve animal subjects? If yes, please make sure that you or your mentor are in compliance with protocols as established by the Duke Animal Care and Use office. | * Yes * No |
| **Research with Human Subjects:** Note: research with human subjects must be approved by the Institutional Review Board (IRB). Click [here](https://undergraduateresearch.duke.edu/urs-guidelines/human-subjects-institutional-review-board) for more information. | |
| **Does your research involve human subjects in any way (e.g., interviews, online surveys, written questionnaires, photography of subjects)?** | * Yes * No |
| **Please indicate which of the following best describes your current IRB review status:** | * We have not yet contacted the IRB * We have consulted with the IRB and have been told that our project does not require IRB approval * We have consulted with the IRB and have been told that our project does require IRB approval but we have not yet submitted our IRB protocol * Submitted, approval pending * Submitted and approved |
| **If your research involves human subjects, please respond to the following three questions:** | |
| **Who will be your subjects? Be specific.** (e.g., Children ages 12-16 in a boarding school; Physicians in a maternal health clinic in the X district of Y city). |  |
| **In what form(s) will you collect your data?** (e.g., audio recordings, transcripts, photographs, video recordings, field notes, written questionnaires) |  |
| **What will you be asking your subjects to do? Be specific.** (e.g., two one-hour interviews; pre- and post-intervention questionnaires). |  |
| **Location of research project (select all that apply):** | * Duke * Durham/Triangle area (other than Duke) * US (other than Durham/Triangle area) * Latin America/Caribbean * Europe * Asia * Africa * Other: |
| **For local/domestic fieldwork: Please describe any risks (e.g., travel, safety) that you foresee related to your fieldwork and your plans for addressing those risks.** |  |
| **For International Fieldwork: Preliminary risk management plan:**  *For projects involving international fieldwork, please note that, if funded, you will be responsible for developing and submitting to us for review, a detailed risk management plan to ensure your health and safety. You and your parents/legal guardians will also be required to sign a waiver, recognizing the risks associated with travel and releasing the University from liability arising from your engagement in your research experience. All travel remains contingent on the* [*Duke Global Travel Policy*](https://travel.duke.edu/travelpolicy)*, as it applies at the time of travel.* | |
| **Please describe the initial considerations and planning you have already done to address any risks associated with your intended travel. For example, what are the risk factors associated with the proposed travel location? What, if any, support will you have in that location?** (e.g., mentorship, community partners, relatives)? How will you travel in country and is the proposed mode of transportation safe? (3,000 characters) |  |

**Budget**

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| **Budget:**  The section below will ask you to submit a budget plan for the entire proposed project and to also note other sources of funding that you have secured or applied for. Please note that the maximum funding for the Student Team Research Award is $5,000 and funds from this award may not be used:   * As stipend or salary * To purchase personal equipment or durable items costing more than $1,000 (cameras, computers, clothing, etc.) * To cover personal living expenses at a permanent residence (funds may only be used to cover temporary living expenses to conduct field research, which can include Durham during the summer only) * To cover personal taxes   *Common allowable expenses might include:* transcription services, local ground transportation, attendance at a conference to present your research (although note that this should not be the entirety of your proposal), travel expenses for field research, minor equipment such as recording devices for interviews, lab tests and materials, minor software not already offered by Duke, minor payments to research participants, subscriptions to surveying/data management tools, printing/publication expenses and books/training to support your research.  Please note that neither of these lists are all-inclusive, but rather are intended to help you consider common, allowable expenses. | |
| **Total Project Expense ($):** (Include the full expense of the project, not only the amount requested from this award). |  |
| **Total funds requested from the Student Team Grants Award:** (maximum funding is $5,000) |  |
| **Please itemize major budget items and provide a brief justification for each line item. Each dollar of your total expense must be account for below:** | |
| **Travel (destinations, mode of travel, cost):** |  |
| **Lodging (location, rate, # of days):** |  |
| **Food (daily cost, # days):** |  |
| **Supplies and equipment (description, cost):** |  |
| **Software/data analysis:** |  |
| **Other:** |  |
| **Other sources of support – applied or confirmed:**  Please list any other sources of funding you have applied for or received related to this project. Duke program administrators communicate and coordinate with each other regularly to provide research funding to as many eligible students as possible. | |
| **Source #1 name and requested amount.** Please also note if these funds have been awarded/confirmed or if your application is still under consideration. |  |
| **Source #2 name and requested amount.** Please also note if these funds have been awarded/confirmed or if your application is still under consideration. |  |
| **Source #3 name and requested amount.** Please also note if these funds have been awarded/confirmed or if your application is still under consideration. |  |
| **Source #4 name and requested amount.** Please also note if these funds have been awarded/confirmed or if your application is still under consideration. |  |
| **If your total project expense exceeds the amount requested for this award, and you have applied for other sources of funding but have not yet received confirmation of those funds, please explain whether your ability to complete this project will be contingent on your ability to secure additional funds, or how you will adapt your research plan if you do not receive funds beyond those requested from the Student Team Grants award.** |  |
| **Funding Agreements**  *All members of this research team acknowledge that the information submitted in this application is true and correct, to the best of your knowledge. If awarded a Student Team Grant, this team will use the funds awarded exclusively for the expenditures detailed in this application. The team will follow all university financial policies and will keep track of receipts and expenses. The team agrees to write a research reflection at the end of the research experience and/or participate in a university-sponsored undergraduate research event in April following completion of this project. Check this box to affirm that your entire team understands and agrees to the terms detailed above.* | |
|  | I agree |