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The narrative may not exceed five (5) single-spaced typewritten pages with 1-inch margins, in font no smaller than 12-point size. Include in the narrative the **background** of the project, **need and significance** of the project, **objectives**, a clear description of the **methodology**, **outcomes** expected, and a plan for **dissemination** of results or continuation of the project after the SRA period ends (if appropriate). If a student assistant is requested, include an explanation of how the student will contribute to the project and will benefit from working with the researcher. If an undergraduate assistant is requested, explain why a graduate assistant is not available. Include appropriate references of current literature.

Even though the Research Peer Review Committee members represent all fields of study of the University, a particular reviewer for your proposal may not be an expert in your field; prepare your narrative accordingly.

Spelling, grammar, and appropriate writing style are review criteria; please proofread your narrative carefully.

3. **Budget**                    **One (1) page maximum**  
On the **budget page** (see **Appendix D**), indicate the amount of faculty stipend requested, the stipend and tuition scholarship for a student assistant (if requested), and itemize and justify expenses up to \$1,000 total. The budget justification must demonstrate need and use of requested expenses.
4. **Vita**                        **Two (2) pages maximum**  
Include a current curriculum vita not to exceed **two (2) pages**. The vita should emphasize the applicant's special qualifications, training, pertinent publications, awards, grants, or other data related to the proposed project.
5. **For Previous SRA Awardees**    (See Appendix A, Part II) List previous SRA awards, providing title, dates of awards, and outcomes. Include dates that final reports were submitted.
6. **Current/Pending Support**            On the page included as Appendix E, list all current and pending support, whether internal or external. Include salaries for teaching summer classes, but not academic year salaries. Use additional pages as needed.
7. **Length**                    The maximum length of items 1 through 4 is **nine (9) pages**.
8. **Appendices**                Do not use additional appendices. They will not be forwarded to reviewers.

## **REVIEW PROCESS FOR THE SUMMER RESEARCH AWARDS**









**APPENDIX A  
COVER SHEET  
APPLICATION FOR SUPPORT FROM THE SUMMER RESEARCH AWARDS**  
(Please Print Legibly or Type)

1. Name/Title of Applicant: \_\_\_\_\_
2. Rank: \_\_\_\_\_
3. Length of Contract:  9 Months  11 Months  Other \_\_\_\_\_
4. Banner ID: \_\_\_\_\_
5. Department: \_\_\_\_\_
6. Campus:  Frost  Medical Center Bldg. \_\_\_\_\_ (Room): \_\_\_\_\_  
Campus Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_
7. Project Title: \_\_\_\_\_
8. Amount Requested (from Budget Form, Appendix D): \$ \_\_\_\_\_
9. Graduate Assistant Requested:  Yes  No  
Undergraduate Requested:  Yes (Justify and Explain in narrative) \_\_\_\_\_  
\_\_\_\_\_
10. Desired Project Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
**(NOTE: Project dates must fall between July 1 and September 30)**
11. Have you received a Summer Research Award for any purpose in the past five years?  
 YES (Complete Part II)  
 NO
12. Does this project involve:  
Human Subjects  Yes  No Use of Animals  Yes  No  
Biohazards  Yes  No Isotopes  Yes  No  
If **Yes** to any of the above, include in your application the approval certification of the corresponding review committee or individual.
13. Signatures: Applicant \_\_\_\_\_  
Chair \_\_\_\_\_  
Dean \_\_\_\_\_



**APPENDIX B**  
**SUMMER RESEARCH AWARD PROPOSAL RATING FORM**

**Applicant:** \_\_\_\_\_

Please rate each item listed and provide comments at the bottom of the page.  
 Anonymous summaries of these comments will be sent to the applicant.

	Excellent	Good	Fair	Poor
<b>Abstract:</b>	4	3	2	1
Clarity				
Non-technical presentation				

	4	3	2	1
<b>Narrative:</b>				
Clarity of Problem/Project Statement				
Significance of the Problem/Project				
Clarity of approach /methodology				
Innovation				
Clarity of project objectives				
Potential for completing objectives in time requested				
Feasibility of outcomes expected				
Justification for student & clarity of role (if student assistance is requested)				
Appropriateness of Dissemination Plan				
Potential for publication/extramural funding/curriculum development				
Writing style, grammar, and punctuation (i.e., presentation)				

	4	3	2	1
<b>Budget &amp; Justification:</b>				
Appropriateness of expense items				
Justification of expenditures				

	4	3	2	1
<b>Vitae:</b>				
Qualifications of investigator appropriate to proposed project				

	4	3	2	1
<b>Overall rating of proposal:</b>				

**Additional Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reviewer Signature:** \_\_\_\_\_

**APPENDIX C**  
**SUMMER RESEARCH AWARD**  
**FINAL PROJECT REPORT**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

ABSTRACT: (500 words or less; attach additional sheets if necessary).

*APPENDIX C (cont'd)*

**PROJECT ACCOMPLISHMENTS:** Include manuscripts, working papers, articles, conference presentations, extramural proposals submitted, pedagogical outcomes, or other significant results. Provide full citations where appropriate.

**FUTURE PLANS:**

**APPENDIX D  
SUMMER RESEARCH AWARD  
BUDGET**

List expenses below. Under "Budget Justification," explain and justify the needs for research expenses (Item 4).

- |   |                 |
|---|-----------------|
| 1. Faculty Stipend Requested (See Page 4)   | _____           |
| Fringe Benefits (Stipend x 15.5%)   | _____           |
| 2. Student Stipend Requested (\$1,000)  | _____           |
| 3. Student Tuition Requested* (\$840 x 3 hrs) for Summer 2007                                   | _____           |
| The student is/will be <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate |                 |
| 4. Research Expenses  | _____           |
| <b>5. Total Requested (Items 1-4)</b>   | <b>\$ _____</b> |

**Enter total requested (Item 5) on Cover Sheet, Line 8.**

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**BUDGET JUSTIFICATION**

List, explain, and justify research expenses listed in Item 4 above.

**APPENDIX E**  
**SUMMER RESEARCH AWARDS**  
**CURRENT AND PENDING SUPPORT**  
**(Use additional sheets as necessary)**

1. Sponsor/Agency: \_\_\_\_\_
2. Check One:  Internal (SLU) Source       External Source
3. Check One:  Current Support       Pending Support (applied but not yet  
Award Date: \_\_\_\_\_ received)
4. Amount to be received: \_\_\_\_\_
5. Period Covered: \_\_\_\_\_
6. Title of Project: \_\_\_\_\_
7. Amount of Time Devoted to Project: \_\_\_\_\_  
(as a percent or number of months/year)
8. Will you receive any other compensation from SLU during the period of the Summer Research Award?  Yes  No  
If yes, please explain:

-----

1. Sponsor/Agency: \_\_\_\_\_
2. Check One:  Internal (SLU) Source       External Source
3. Check One:  Current Support       Pending Support (applied but not yet  
Award Date: \_\_\_\_\_ received)
4. Amount to be received: \_\_\_\_\_
5. Period Covered: \_\_\_\_\_
6. Title of Project: \_\_\_\_\_
7. Amount of Time Devoted to Project: \_\_\_\_\_  
(as a percent or number of months/year)
8. Will you receive any other compensation from SLU during the period of the Summer Research Award?  Yes  No  
If yes, please explain:

-----

**(Use additional pages as necessary)**

**APPENDIX F**  
**SUMMER RESEARCH AWARD**  
**APPLICATION CHECKLIST**

Although Summer Research Award applications should follow all the guidelines outlined in this document, certain items are mandatory and if missing or incomplete will be grounds to reject the application. Please take a moment to ensure that the following essential items have been included:

- The original and four (4) copies of the proposal and Cover Sheet (Appendix A) are supplied.
- The Cover Sheet (Appendix A) is complete and contains all required signatures.
- The non-technical abstract is written in lay terms and clearly outlines the purpose, objectives, and methodology of the proposal.
- Budget Form (Appendix D) is included and all budget items are clearly justified.
- The proposal clearly identifies the objectives, describes the problem or activity to be undertaken, and explains the research methodology or project plan. If a student assistant is requested, the proposal clearly describes the student's duties and the benefits to the student. A plan for dissemination of the results and/or continuation of the research is included.
- If the research involves human subjects, animals, or radioisotopes, the approval of the appropriate committee is included with the application or is pending.
- Current and Pending Support form (Appendix E) is completed and included.

