**College of Education**

**Application Form for Student Research Funding**

**Approval Guidelines:** The application for funding is done in two stages:

(1) Request for approval: Complete this form showing your estimated costs

         Funds will be allocated based on the clarity and strength of the purposes and rationale for requested funds (Section IV). Funds to support student research will be equally divided for Fall, Spring and Summer semesters. Funds not used in a given semester will be made available in subsequent semesters of the academic year. See page 5 for some of the purposes for which student research funds might be allocated. The committee may approve full or partial funding of requests. **Student research requests must be done in coordination with the project advisor prior to any submission to the Student Affairs Committee.**

**Request for Approval Instructions:**

1. **Students** should complete Sections I, II, III, and IV of this form, with your best estimate of costs, and as much detailed information as possible regarding services and materials being requested. Calculate your estimated total costs as best you can. Be sure to identify how many of any given item you need purchased. **All student applications must use the umw.edu email as a point of reference.** Send these to your research course instructor or project advisor for review and preliminary approval.
2. All research involving human subjects conducted at UMW requires Institutional Review Board approval. If you have already received approval, please attach that approval to the application.
3. **The instructor** should forward the form to the College of Education Student Affairs Committee Chair, for final review and recommendation by the committee to the dean.
4. After the funding recommendation is made, the **Committee Chair** will complete Section V of the form and submit the form to the Dean’s office with a copy to the student and instructor/advisor.
5. **Students** should continue their research.
6. **Students** who submit a Request for Approval will receive notice from the dean’s office regarding their request approval. The dean’s office will notify the student at that time which services and materials will be directly purchased for them, and which they are authorized to purchase and submit receipts for in order to be reimbursed.

**Request for Reimbursement Instructions:**

The dean’s office will notify the student, copying the project advisor how to proceed with reimbursement documentation.

**Section I:** Please check the appropriate semester and type of request:

|  |  |  |  |
| --- | --- | --- | --- |
| **Check one:** | **Semester** | **Approval Date Deadline** | **Reimbursement Date Deadline** |
|  | Fall | September 30 | November 30 |
|  | Spring | January 30 | April 30 |
|  | Summer | March 30 | August 30 |

**Please check one:**

\_\_ \_\_ **Request for Approval** \_\_\_\_\_\_**Request for Reimbursement**

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| --- | --- | --- | --- | --- |
| **Section II:** (To be completed by student; provide all information requested) | | | | |
| Name: |  | | Student number: |  |
| UMW. edu e-mail address( You may include an alternate email in addition) | |  | | |
| Course number and title: | |  | | |
| Title of research project: | |  | | |
|  | |  | | |
| Advisor Name and email: | |  | | |
| Total amount requested: | |  | |  |

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| **Section III:** (To be completed by student)  **Project Abstract** |
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| **Section IV:** (To be completed by student)  **Specific purpose(s) and rationale for requested funds:**  (If this is a Request for Reimbursement, attach original receipts and an itemized budget if appropriate) |
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| --- | --- | --- | --- |
| **Section V:** (To be completed by research course instructor or project advisor) | | | |
| Name |  | Date |  |
| This research project has received all applicable institutional approvals (IRB, faculty review); indicate Yes or N/A | | |  |
| Provide UMW e-mail address as electronic signature to indicate your approval of this funding request | |  | |

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| --- | --- | --- | --- | --- | --- |
| **Section VI:** (To be completed by College of Education Student Research Committee) | | | | | |
| Amount of funding recommended for this request | | $ | | | |
| **Explanation:** | | | | | |
| **Recommended for Approval** |  | |  | **Date** |  |

**Chair of COE Student Affairs Committee**

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| **Amount of Funding Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Further Considerations:** |

**Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean of the College of Education**

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| **Funding Reimbursement Received and Processed:**  **Date Received :** |

**Copies sent to:**

**\_\_\_\_\_\_\_Chair, Student Affairs Committee**

**\_\_\_\_\_\_\_Research Advisor**

**\_\_\_\_\_\_\_Student via Research Advisor**