

Deadline: March 10, 2011
Anticipated Project Start Date: July 1, 2011
Budget: One year @ \$12,000; must include a 1:1 match (no more than \$12,000)
Formatting: all attachments must be in .PDF format

ELIGIBILITY

Must have:

- _____ Admittance to a graduate program in a math, science, or engineering discipline
- _____ Faculty member from your department (preferably your thesis advisor) to serve as mentor and research advisor
- _____ Full-time student status
- _____ US Citizenship (Mentors do not need to have US Citizenship)

ITEMS TO BE UPLOADED

- _____ Research Plan Summary: three page max which must include the following (.PDF attachment):
 - _____ statement of problem
 - _____ methodology
 - _____ expected results
 - _____ budget
 - _____ proposed timeline
- _____ copy of transcript for each college and/or university listed for which 10 credits have been completed (.PDF attachment)

OTHER ITEMS:

- _____ Resume (.PDF attachment)
- _____ Essays (these will be copied and pasted into the space provided):
 - _____ In 300 words or less you must address the following:
 - Describe your career and research interests in space and aerospace-related fields
 - Describe any relevant work or co-op experience, academic awards and/or honors
 - Have you previously received any other Space Grant Consortium funding? Describe, if yes
 - Please describe your short and long term career goals (5 and 20 years)
 - _____ In 300 words or less please address your plans for dissemination and publicizing of the results of your research
- _____ Application package, including signed budget page (signed by your sponsor and institutional representative), must be emailed WVSGC by the deadline date. A signed budget page must accompany your proposal package. Please submit this to your grants officer at least **one week prior** to the deadline so that institutional authorizing official signature can be obtained. **IMPORTANT: The paper copy and the electronic copy MUST BE IDENTICAL or your application will be rejected!!**

OTHER REQUIRED ITEMS:

- _____ **Authorization to Submit (ATS) Form:** The ATS form must be routed, complete with signatures (your sponsor, sponsor's chair and sponsor's dean) for administrative approval *prior to proposal submission*.
- _____ **Significant Financial Interest Disclosure Form (SFID):** All Key Research personnel who contribute in a substantive way to the development or execution of a project must have an SFID on file in the ORI before any awarded funds may be expended. This would include you, the student. Please contact [Amy Melton](mailto:Amy.Melton@marshall.edu), 304-696-4365, tto@marshall.edu for further information.

You and your sponsor must notify your assigned Grants Officer as soon as possible. It is imperative that you submit your application to the Grants Officer before you submit your application to WV EPSCoR. The Grants Officer will review the components of your application, such as the budget, to ensure compliance with agency guidelines.

Grants Officers are assigned to you as follows:

College of Science: Chris Schlenker SB 279B, schlenker@marshall.edu 304-696-4307
School of Medicine: Lisa Daniels BBSC 301K adkins244@marshall.edu 304-696-3368

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If your project involves the following*:

_____ Human Subjects:	submit IRB protocol to: Bruce Day	304-696-4303	day50@marshall.edu
_____ Vertebrate Animals:	submit protocol to: Monica Valentovic	304-696-7332	valentov@marshall.edu
_____ Hazardous Materials:	submit protocol to: Brian Carrico	304-696-3432	carrico8@marshall.edu
_____ Radioactive Materials:	submit protocol to: William McCumbee	304-696-7366	mccumbee@marshall.edu
_____ rDNA, Infectious Agents or			
_____ Blood borne Pathogens	submit protocol to: Don Primerano	304-696-7388	primeran@marshall.edu

*Protocols must be approved before awarded funds may be expended.

Additional notes:

FORMATTING: **

- Use *standard paper size (8 ½" x 11)*. Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.
- Since a number of reviewers will be reviewing applications as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.
- Do not include any information in a header or footer of the attachments.

****Any variations to the above specifications will be announced**

SIGNATURES: As per Candy Cordwell, there is no specific signature page per se. However, signatures from both your sponsor and an institutional representative are required to verify the matching funds listed. Once you have printed out your application, your sponsor and institutional representative will sign near the portion of your application where you have listed your budget. At this point in time, it is not necessary to create a "signature line" within your application. If this changes, we will let you know.

IT IS IMPORTANT THAT YOUR GRANT OFFICER IS AWARE OF YOUR INTENTION TO APPLY.

IMPORTANT: Print out a copy of your application BEFORE YOU SUBMIT. This application must be converted to a .PDF file and emailed to Candy Cordwell by your Grants Officer by the March 10, 2011 deadline.

THESE TWO FILES MUST BE IDENTICAL OR YOUR PROPOSAL WILL BE REJECTED