



Spring Undergraduate Research Fellowship Proposal Instructions

PROPOSAL FORMATTING

- 10-12 pt Times New Roman or similar font
- Minimum of 1-inch margins on all sides
- Single- or 1.5-line spacing
- Numbered pages

PROPOSAL SECTIONS

1. **Title Page** (1 page) – proposal title, student name, advisor name, school, and department.
2. **Abstract** (1 page, 300 words or less) – the Abstract should give a brief description of the research, goals, and relevance of the research written in non-technical language for a general audience.
3. **Body of Proposal** (3 pages) – Not to exceed three pages (*including figures, tables, and references*). Write for a general audience – avoid jargon and other technical terms not commonly known. Include the following section headers at a minimum:
 - I. **Description of Proposed Research**
 - II. **Roles and Responsibilities of the Student**
 - III. **Timeline** – Include the anticipated start date, anticipated dates for major milestones in the project, and expected completion date.
 - IV. **References** [*Bibliography or Work Cited*]
4. **Award Request / Statement of Cost Share** (one page for both sections combined)
 - I. **Award Request:** Undergraduate fellowships are limited to \$5,000, to be used for hourly wages (at a rate of \$10.00/hour). Supplies, other research expenses, and domestic travel are also acceptable. Clearly state your total request, what the funding will be used for (including amounts), and justify any non-salary expenses. Expenditures cannot include page charges, advisor salary, international travel, and purchase of equipment over \$1000.
 - II. **Statement of Cost Share:** Describe any expenses required for this project that will be covered by other non-federal funding sources. At a minimum, cost share must include the approximate amount of time the advisor (or other personnel) anticipates spending to advise or work with the student on this project during the fellowship period. ***Cost share equal to the amount of your fellowship is required.** (See below for more details on Cost Share.)

5. **Curriculum Vitae of Faculty Advisor** (2 pages)
6. **Transcript(s) of Student** Unofficial transcripts are acceptable (no page limit, but please make sure they are legible).

LETTER OF SUPPORT FROM RESEARCH ADVISOR

Your advisor must e-mail an electronic copy of the support letter to wsgc@uwyo.edu by the application deadline.

SUBMISSION INSTRUCTIONS

To submit an application, send an e-mail to wsgc@uwyo.edu with the subject: *Undergraduate Research Fellowship Proposal*. Include the following attachments:

- File 1. Project Proposal (PDF or MS Word)
- File 2. Undergraduate Application (download from website, complete, and save)

You should receive an e-mail confirmation of receipt within two business days – if you do not receive confirmation in this time, please contact the Space Grant office.

ADDITIONAL COST SHARE INFORMATION

Items that can be counted as cost share or matching funds:

- **Required** – time the advisor or other personnel will spend advising the student.
 - UW personnel time is counted as cost share expenses on monthly PAR reports.
 - For non-UW personnel, we will need a letter stating the amount of time contributed to the project and the equivalent salary amount for that time.
- Expenses for the project funded by a non-federal source (an advisor's grant, department/university funds, other scholarships or grants). Expenses can include supplies, travel, purchase of equipment for the project, maintenance of pre-existing equipment, cost of using equipment, and purchase of expendables for equipment.
 - Currently existing equipment or equipment that will be purchased regardless of whether this project is funded or not, cannot be counted as cost share.
 - All cost share must be able to be documented – we need a paper trail – receipts, etc.
- We understand that the amounts given in this section are only estimates. We will not hold you to these exact amounts.
- We will work with department accountants to document reported cost share.