



**THE UNIVERSITY OF TULSA**  
*Office of Research and Sponsored Programs*

**STUDENT RESEARCH GRANT PROGRAM**

*Research Application – must be typewritten*

**PERSONAL DATA**

- A. Student's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Student I.D. number: \_\_\_\_\_ Major / Program: \_\_\_\_\_
- B. Date of application: \_\_\_\_\_  
Proposed start date of research: \_\_\_\_\_  
Planned date of completion: \_\_\_\_\_  
Expected date of graduation: \_\_\_\_\_
- C. Classification:  Undergraduate  Masters  Doctoral
- D. Course applying to this research in which you are currently enrolled:  
 Independent Study  
 Doctoral-Level Research  
 Master's-Level Research  
 TURC  
 Other (explain) \_\_\_\_\_
- E. Faculty member supervising this research: \_\_\_\_\_
- F. Total number of enrolled hours this semester: \_\_\_\_\_

**RESEARCH PROPOSAL INFORMATION**

- G. Total amount of support requested: \$ \_\_\_\_\_
- H. Title of proposed research project:
- I. List resources to be provided by your department for this research effort:
- J. Briefly explain efforts made to obtain requested support for this research from other sources such as department, dean, graduate school, outside, etc.:

K. Have you previously received a Student Research Grant? YES  NO  If yes, provide year \_\_\_\_\_

If yes, have you submitted your final research report to the Research Office? YES  NO

If yes, have you presented this funded research in TU’s annual Student Research Colloquium or in a professional conference? YES  NO

**PROJECT DESCRIPTION (three pages maximum, not including references and using 12-point font)**

L. Please attach a concise narrative statement providing details of the proposed research, using the headings presented below. Applications not adhering to the following format will not be reviewed. *The proposal should be written in language that can be understood by a reviewer outside the discipline.*

Concisely address these issues concerning your research proposal, using the following subheadings:

- (1) Abstract: 200 words maximum.
- (2) Objectives of the project. Indicate whether this is a new project or one which is currently underway.
- (3) Significance of the work.
- (4) Procedure/methodology to be followed, including experimental details.
- (5) Hazard analysis: Health and safety are primary concerns when performing research. Be aware of risks to your safety as well as to colleagues while conducting research in the lab, field, shop, studio, stage, and classroom. Indicate the location(s) where this work will be performed and if there are any potential safety, chemical, biological, physical, or ergonomic hazards that may be encountered.

**ESTIMATED BUDGET**

M. Please itemize your budget, being as specific as possible.

Travel for research

\_\_\_\_\_ \$ \_\_\_\_\_

Supplies and materials (describe)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Specialized research equipment

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Services / Analyses / Fees

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**BUDGET JUSTIFICATION**

N. Please explain why you need each item listed in your budget.

## RESEARCH COMPLIANCE INFORMATION

O. Are human subjects involved in this research?

YES  NO  PROTOCOL No. \_\_\_\_\_

*If yes, a copy of the approval letter from the IRB must be attached. If you have not already received approval, you must also submit an IRB protocol with or at the same time you submit your student grant application. The IRB application form and instructions are located on the Office of Research and Sponsored Programs website: <http://www.utulsa.edu/research/Office-of-Research-and-Sponsored-Programs/Research-Integrity-Compliance-and-Certification/Protection-of-Human-Subjects.aspx>*

If you have not received approval or submitted a protocol, please contact the Office of Research Compliance at x3310 or via email at [researchcompliance@utulsa.edu](mailto:researchcompliance@utulsa.edu).

P. Are chemicals involved in this research?

YES  NO

If yes, the department chairperson must initial the following line as verification that the applicant has completed the Laboratory Safety – Chemical Hazards training on Harvey. The department chairperson has access to the course in Harvey and may admit a student to the course and then verify completion of the course in the grade center. Additional training may be required depending upon the nature of the research and potential hazards present.

**Department Chairperson** \_\_\_\_\_ **Date Attended:** \_\_\_\_\_

Q. Are animals involved in this research?

YES  NO  PROTOCOL No. \_\_\_\_\_

*If yes, a copy of the approval letter from the IACUC must be attached. If you have not already received approval, you must also submit an IACUC protocol with or at the same time you submit your student grant application. The IACUC Animal Use Form and instructions are located on the Office of Research and Sponsored Programs website: <http://www.utulsa.edu/research/Office-of-Research-and-Sponsored-Programs/Research-Integrity-Compliance-and-Certification/Welfare-of-Laboratory-Animals.aspx>.*

If you have not received approval or submitted a protocol, please contact the Office of Research Compliance at x3310 or via email at [researchcompliance@utulsa.edu](mailto:researchcompliance@utulsa.edu).

## INSTITUTIONAL BIOSAFETY REVIEW:

R. If your research involves the use of infectious agents, select agents and toxins, human or endothermic vertebrate materials (including blood, body fluids, cells and tissues), recombinant DNA, synthetic nucleic acid molecules or transgenic animals, the protocol may require Institutional Biosafety Committee (IBC) review and approval. Please contact Dr. Mohamed Fakhr (x2197) if your research involves any of these items. If IBC approval is necessary, a protocol must be submitted with this application.

*As Departmental Chair, please sign below to confirm that you have reviewed this grant application for Biosafety compliance and have determined that:*

YES  This grant application has been forwarded to the IBC Chair for further review.

NO  This grant application *does not* need to be forwarded to the IBC Chair for review.

**Department Chairperson** \_\_\_\_\_

**IBC Chairperson Approval** \_\_\_\_\_

*(If applicable and the "YES" box is marked above)*

**APPROVALS:**

- S. In approving this application, I confirm that my division or college is unable to provide the financial support for the items requested in this application.

**Project Advisor Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

(Letter of recommendation by Advisor must accompany application. Please see eligibility requirements below. Letter may be enclosed in an envelope for confidentiality or emailed to [bjm7300@utulsa.edu](mailto:bjm7300@utulsa.edu)).

**Department Chairperson** \_\_\_\_\_

**Collegiate Dean** \_\_\_\_\_

**ELIGIBILITY:**

Any graduate student or undergraduate is eligible to apply for research support under this program provided he or she is enrolled in a course for which credit for research is given. These courses include Independent Study, Research, and Thesis or Dissertation. Students applying for a summer research grant must be enrolled in research for the summer or upcoming fall semester. Graduate students may be considered for a grant and not enrolled in one of these courses as long as the research is related to their graduate studies. If this is the case, the advisor must discuss how the research supports the student's studies in the recommendation letter. Students in Arts and Humanities are encouraged to consider the definition of "research" in light of their own discipline. Enrolled students who are involved in the Tulsa Undergraduate Research Challenge (TURC) or other university sponsored research programs are also eligible.

**ACTION TAKEN BY EVALUATION COMMITTEE:**

Declined \_\_\_\_\_ Approved \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_