CBD SPRING 18 GRANTS
DUE MONDAY, MARCH 26, 4PM

NO LATE OR EMAILED APPLICATIONS ARE ACCEPTED

HAND IN TO THE CS OFFICE ,
ADELE SIMMONS HALL (ASH) 1ST FLOOR

APPLICATION COVERSHEET

Student Name: _____**Box Number**:_____ **Email**:_____
Division   (please circle one)   II   III   When will you graduate?_____
Project Title: _____
Name of Divisional Chair/Project Supervisor: _____
(please provide both names if Div Chair is not project supervisor)
Dates of Project Activity:_____
Budget Amount Requested from CBD: $_____   **Total Funds Needed for Project**: $_____
Would you like to be considered for a Sherman Fairchild grant? ____Yes ____No
CHECKLIST OF APPLICATION COMPONENTS:
USE an (X) to confirm that you have included the following in the order listed below:
(__)Proposal (2 pages, single-spaced, 12pt type): see application guidelines for more information
          (__)Introduction
          (__)Hypothesis/Research Question
          (__)Method
          (__)Preparation
(__)Bibliographic References
(__)Complete Budget and Justification (___) Signed by Divisional Chair

FOR Division III: Funding Applications Also MUST Include:
(__)Supporting Letter from Division III Chair
(__)Supporting Letter from the faculty member supervising your project if that person is not your Chair
(__)Div III Contract
(__)Div II Evaluation or if evaluation is not yet available, 2-3 course evaluations
(__)Div III Completion Date (anticipated**) _____**

FOR Division II: Funding Applications Also MUST Include:
(__)Supporting Letter from Division II Chair
(__)Supporting Letter from the faculty member supervising your project if that person is not your Chair
(__)Div II Contract

Approvals Needed:
IRB (Institutional Review Board) Approval:
(__)YES, approval is needed: (__) approval letter is attached, or (__) I am waiting for approval
(__) NO, approval is not needed as no human subjects will be used
IACUC (the Institutional Animal Care and Use Committee) Approval:
(__)YES, approval is needed: (__) approval letter is attached, or (__) I am waiting for approval
(__) NO, approval is not needed as no animal subjects will be used
Laboratory/ Project Workspace Use & Safety Approval:
(__)YES, a letter of approval from the lab/workspace manager is attached
(__)NO, I do not need approval as lab/workspace is not needed

GUIDELINES: CBD Division II and Division III Project Funding Application

Student Eligibility:
- Applicants must be in good academic standing. **Students on academic probation and students on leave are ineligible** for funding; **students on field study may apply** for funding
- Students who have received CBD funding for past projects may apply for funding as long as it is for a **different** project. Preference may be given to students who have not received funding previously.

Project/ Research Eligibility:
- Must engage 2 of the 3 components of **culture**, **mind/brain**, and **human growth & development**
- Project may not have been funded previously by CBD (CBD may only fund **each** project **once**)
- Project must not yet be completed upon request for funding; CBD cannot fund projects retroactively
- If applying to other funding sources for specific elements of the project, a **full project budget and list of other potential resources must be included**
- Grant requests may not exceeded **$2000**

Project Application Must Include:
1. **CBD Project Proposal Coversheet & Checklist:** Print, complete, and attach this to your proposal. You **must** check off each item you include, assemble your application in the order listed on the coversheet, and attach pages together with a paperclip (**no staples please**).

2. **Proposal**: Address to a general academic audience. Include the following sections (2 pages max, format as single spaced and in 12-pt type):
   a. **Introduction**: Describe your proposed project plan or research idea. Clearly state the ways your project crosses disciplinary boundaries, and engages 2 of the 3 components of the study of culture, mind/brain, and human biological development. Demonstrate that you have thought critically about your research methodology and/or proposed project plan by supporting your proposal with citations from relevant literature and prior findings.
   b. **Hypothesis/ Research Question**: State the hypothesis you will test, or the specific question your research/ project will address.
   c. **Method**: Describe how you plan to accomplish your project, or execute your research. Include the names of any laboratories, research sites, or studio space where you will be conducting your work. If you will use a questionnaire, attach it (or a draft version) as an appendix.
   d. **Your Preparation**: Include a statement of your preparation for this work: indicate essential skills you have acquired, include previous research or internship experience, and provide a list of relevant courses you have completed.

3. **Bibliographic References**: List all references that you cite in your proposal in bibliographic format; do not include non-cited references (1 page max).

4. **Division III Funding Applications Also Must Include**:
   a. **Supporting Letters:** From your Div III Chair and/or from the faculty member supervising your project stating: your academic strengths, the appropriateness of this project for your Div III, your project's relevance to CBD, and their review and approval of your budget.
   b. **Div III Contract:** A copy of the filed contract printed directly from the HUB (screen print the HUB pages; do not paste text into a separate document).
   c. **Div II Evaluation:** A copy of your evaluation printed directly from the HUB, or if the evaluation is not yet on the HUB, a letter from your Div II Chair and two or three evaluations of courses relevant to your project (screen print the HUB pages; do not paste text into a separate document).

5. **Division II Funding Applications Also Must Include:**
   a. **Supporting Letters**: Supporting letter from your Div II Chair and/or from the faculty member supervising your project stating: your academic strengths, the appropriateness of this project for your Div II, your project's relevance to CBD, and their review and approval of your budget.
   b. **Div II Contract**: A copy of the filed contract printed directly from the HUB (screen print the HUB pages; do not paste text into a separate document).

6. **IRB or IACUC Approval**: If you are using human subjects in your project, attach a copy of your IRB approval.
   (Under federal law the College Institutional Review Board (IRB) must approve all research involving human subjects. IRB Applications are submitted to the Dean of Faculty Office.) If you are using animal subjects in your research, attach a copy of your IACUC (Institutional Animal Care and Use Committee) approval. Please indicate if you have not received, or are pending approval, as your funding will be contingent upon providing a copy of your approval letter.

7. **Laboratory/ Project Workspace Use & Safety Approval**: If you are working in a research lab, or a designated project workspace obtain and attach a letter of permission from the lab/ workspace manager.

8. **Complete Budget with Justification**: List each item and its supplier, its cost, and justification for its purpose in your project. Your budget must be **signed and approved by your Divisional Chair**.

   Eligible expenses include: lab materials, project-related supplies, payments to research subjects, small equipment and software (to become property of CBD upon completion), and travel expenses for field study/off-site research.

   If you are applying for funding from other sources for other project-related expenses, include a complete budget listing these expenses and all other funding sources to which you have applied.

   ***Consult the CBD Budget Format on the next page for suggestions. ***

CBD BUDGET FORMAT: EXAMPLES OF ITEMS AND JUSTIFICATION
Proposed Budget for XYZ Division III Project

Item & Supplier	Cost	Justification
Survey Monkey: Gold Plan 3 Months @ $25 per month	$75.00	To run and facilitate online survey component for the duration of my study.
Participant Payment: $10 per participant X 25 participants	$250.00	To provide incentive for participation in this study and to compensate participants for their time.
Project Supplies	$700.00	Cortisol assay kits ($325 X 2 + $50 shipping)
Final Poster of Results, Printed by IT in NS	$50.00	To display results for presentation at XYZ conference and at school Div III showcase
Total Request	**$1075.00**	**Signed by Division Chair _____** **Date _____**

Are you applying for funding for this project from any other funding sources? _____Yes _____No

If Yes, please list source and amount requested, along with any notes or comments here or on a separate sheet. Use the budget below as a guide:

OTHER EXPENSES				
Item	Cost	Funding Source	Funding Status	Justification/Notes
Project Supplies	$350.00	CS grant	Requested, not confirmed	Hand held recorder and microphone for interviews.
Transportation	$700.00	ECG grant	Confirmed	Car rental for travel to interview sites. 4 weeks X $150/week, plus insurance
Housing	$500.00	Coppinger grant	Requested, not confirmed	One month sub-let near lab facility
TOTAL OTHER FUNDING	**$1550.00**			

If you have questions about the application process, or about your project and its adherence to CBD guidelines, contact the CBD Office cbd@hampshire.edu, 559-5730
or speak with a member of the CBD Steering Committee.