School of Cognitive Science Research Fund
For student research in the cognitive sciences

INFORMATION AND APPLICATION GUIDELINES
FOR RESEARCH PROJECTS

Applications are accepted any time during the year, including in the Summer

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The CS Research Fund supports independent student research projects in the cognitive sciences. Proposals from students must have the support of a faculty supervisor or mentor.

Components of Application for Research Projects:

1. **Cover Page:** Fill out the cover sheet below and attach it to your application.
2. **Research Proposal:** Single spaced, 12-pt type, 3 page maximum that addresses the following:
    1. area of research and its grounding in the research literature;
    2. specific hypothesis or question to be investigated;
    3. research design and methods;
    4. anticipated outcomes of the research and its implications.
3. **Bibliographic list of references** cited in the proposal (1 page maximum).
4. **Brief statement of your background and qualifications** for completing the project (1 page maximum).
5. **Budget (must be saved in Excel format and sent separately from the rest of your application)**. The budget should list each item, its cost, shipping (if applicable), tax, and its justification, with a total. Your Hampshire faculty supervisor must review and sign off on your budget. The budget must state all sources of funding you have received or are applying for to support your research. Please see sample budget below.
6. Copy of your **approval by or application to any relevant research oversight committee** (as applicable):
    1. For research involving animals, the relevant Institutional Animal Care and Use Committee (IACUC).
    2. For research involving human participants, the relevant Institutional Review Board (IRB).
    3. Laboratory/Project Workspace Use and Safety Approval certification or letter from lab manager.

    Your faculty supervisor should have information about the above committees and regulations, as well as about other possibly applicable regulations and committees (e.g. lab use and safety approval, Institutional Biosafety Committee (IBC), etc.).
7. **Letter of support from your faculty supervisor**. If the research is to be conducted at a lab other than or in addition to your supervisor's or an off-campus lab or field site, you must also provide a letter of support from the supervisor at the lab site where you will be working.
8. For **Division II students**, a copy of your Division I portfolio evaluation, your Division II contract, and your Division II course evaluations to date. (These documents should be printed from The Hub, not copied into another document.)
9. For **Division III students**, a copy of your Division II evaluation. If your evaluation has not been written, then include evaluations for several relevant courses. (These documents should be printed from The Hub, not copied into another document.)

School of Cognitive Science Research Fund

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Application Cover Sheet & Checklist for Research Projects
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Name _____ **Email** _____

Box # _____ **Mailing Address** _____

Project Title _____

_____

Div II project ☐ **Div III project** ☐ **Hampshire Faculty Supervisor** _____

Name and affiliation of faculty whose lab you will work in (If applicable) _____

Proposed start date _____ **Proposed end date** _____

Location of Project _____

Approvals needed: No, not applicable

IACUC required ☐   IACUC letter attached ☐   Waiting for IACUC approval ☐

IRB required ☐   IRB letter attached ☐   Waiting for IRB approval ☐

Laboratory/Project Workspace Use and Safety Approval certification required ☐ attached ☐

Other regulatory certification, list & status _____

Checklist of Application Components:

Check each item to confirm that you have included the following in the order listed below:

☐ This Cover Sheet

☐ Research Proposal

☐ Bibliographic list of reference

☐ Statement of background and qualifications

☐ Budget (in Excel), reviewed and signed by supervisor (see template below)

☐ Oversight Committee approval letter (or application if still waiting on approval)

☐ Letter of support from your faculty supervisor ☐ Requested (if not yet received)

☐ For Div II students, Div I portfolio evaluation, Div II contract and Div II course evaluations to date

☐ For Div III students, Div II evaluation or equivalent evaluations from the Hub

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Compile all above documents into one PDF file and email it to Jane Couperus, CS Dean,
at jcouperus@hampshire.edu
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Sample Budget

Your budget needs to be submitted in Excel format as part of your complete application. For tax and shipping, simply indicate a $25 to $50 ballpark.

Please note whether you are requesting funding from other sources, the amount(s) and what it will cover. Also indicate if the same budget is being submitted to multiple funding sources.

ITEM	COST	DETAILS	VENDOR	JUSTIFICATION
TRAVEL				
Destination: Site Name, City, State, Country	$300.00		United Airlines via Travelocity	Round-trip Airfare via XXX. Air travel is the most practical way to get to XYZ
Housing for July and August	$600	$300/month, utilities included		
Fuel Reimbursement for travel to XYZ2	$165.00	Mileage rate: $.54/mile		Use of personal automobile for round-trip journey to and from non-local field site XYZ2.
EQUIPMENT/SUPPLIES				
Glucocorticoid	$150		Sigma Aldrich	To be purchased by NS
Automatic Feeder (3)	$90	$30 per item	Amazon	To be purchased by NS
Phosphate Buffered Saline	$40.20		Sigma Aldrich	To be purchased by NS
Book 1 (title and author)	$19.99	Tax & shipping included	Amazon	Used to maintain cells.
Book 2 (title and author)	$9.85	Tax & shipping included	Amazon	
Tax on Equipment	$25			
Shipping on Equipment	$50			
TOTAL BUDGET	**$1450.04**			
ADDITIONAL FUNDING REQUESTED	**$500**		CBD	For living expenses in XYZ city