

# Research and Graduate Studies

## Student Research Grants Program



### Application Instructions

The ATU College of Research and Graduate Studies invites students to submit applications for faculty-mentored independent research across all academic disciplines. Funding includes up to \$2,000 for project support (supplies and travel). Students may apply at any point during the academic year. Grants are awarded based on merit and subject to committee approval and budget availability. **Completed applications and letters of support should be submitted to [grants@atu.edu](mailto:grants@atu.edu).**

**Deadline for 2025-26 Academic Year is Friday, October 24th, 2025 at 5pm. All applications must be received by the deadline to be considered.**

**Note:** This fund operates on a fiscal year calendar (July 1 - June 30). If funds are unavailable, resubmit at the beginning of the next fiscal year.

### Eligibility & Requirements

You must:

- Be a currently enrolled ATU student
- Have a faculty mentor with an appropriate research project
- Include a mentoring plan as part of your proposal
- Demonstrate strong academic performance (GPA considered)

### Application Components

1. **Student & Faculty Information:** Contact details, GPA, major, graduate/career plans, and faculty mentor information
2. **Project Proposal:** Title, research question, background, methodology, timeline, and expected outcomes
3. **Mentoring Plan:** Detailed description of faculty guidance throughout the project
4. **Letter of Support:** Letter from the faculty member advising/supervising the proposed project
5. **Detailed Budget (up to \$2,000):** Itemized breakdown by category (supplies/materials and travel expenses)

### Award Conditions

If approved, you must:

- Work under your faculty mentor's supervision throughout the project
- Follow your approved budget. **Transfers between categories are not allowed after approval**
- Complete all requisitions when funds are dispersed
- Comply with ATU travel policies (student travel only; requires department head, dean, and VP approval)
- Submit a revised budget if travel arrangements change after approval
- Present results at the Annual ATU Student Research Symposium
- Submit your poster/presentation to ATU's Online Research Commons

### Review Criteria

Applications are evaluated by a committee of ATU faculty and administrators based on:

1. Quality of student applicant (GPA and potential for graduate education/research career)
2. Scientific or academic merit of proposed research
3. Appropriateness of scope for completion within the grant period

**Questions? Contact the ATU College of Research & Graduate Studies at [grants@atu.edu](mailto:grants@atu.edu).  
Good luck with your application!**

# Application Coversheet

## Applicant Information

Name (Print): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

ATU Buff ID: \_\_\_\_\_

Major: \_\_\_\_\_

Class: Fr.  So.  Jr.  Sr.  Grad.

Anticipated Graduation Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Project Mentor (if different than Faculty Advisor): \_\_\_\_\_

## Project Summary

Title of Proposal (Max 10 words): \_\_\_\_\_

\_\_\_\_\_

Project Budget \$ \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Any External Funds: \$ \_\_\_\_\_

Source: \_\_\_\_\_

*Budget amount requested must match Budget Justification and Budget Breakdown sheet*

## Project Compliance

Does this project require review by:

Institutional Review Board (IRB)? Yes  No

Institutional Animal Care and Use Committee (IACUC)? Yes  No

Institutional Biosafety Committee (IBC)? Yes  No

Have you been previously funded by Student Research Grants programs?

Yes  No

If so, when? \_\_\_\_\_ How much funding did you receive? \$ \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Project Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Project Narrative

## **Abstract (250 words maximum)**

Use plain, non-technical language to describe what you plan to do and how you plan to do it.

## **ATU Mission Statement (250 words maximum)**

How does this proposal help ATU meet one or more of its [Strategic goals](#)?

## **Research Narrative (500-750 words)**

Discuss the following:

- Your research project
- Expected outcomes of the project
- How this project will help in your professional journey

## **Bibliography (Optional)**

If applicable, list key references that inform your research project.

## **Letter of Support Reminder**

**IMPORTANT:** A separate Letter of Support from your faculty mentor must be submitted with this application. The letter should address:

- Their commitment to support and mentor you throughout the project
- Confirmation that all policies and procedures will be properly followed
- Confirmation of available resources (lab space, equipment, etc.)
- Any other financial support you are receiving (departmental, college, university, external)
- Their commitment to the success of the project

# Project Budget

## Budget Breakdown

Provide an itemized list of all expenses for your project. The total must not exceed \$2,000 (unless external funding has been secured and disclosed) and must match the amount requested on the coversheet and in the Budget Justification section.

Category	Item Description	Quantity	Unit Cost	Total Cost
Materials & Supplies				\$
				\$
				\$
				\$
				\$
Travel Expenses				\$
				\$
Lab/Equipment Fees				\$
				\$
Other (Specify)				\$
				\$
				\$
				\$
				\$
			<b>Total</b>	\$

*Note: Continue on a separate page if needed.*

*All travel must comply with ATU policies and be approved by department head, dean, and VP.*

*Travel funds are for student only, not faculty.*

## Budget Justification

Provide a justification (in a sentence or two) for each item requested in the budget. Please follow the same order found on the Budget Breakdown above. This amount must match the Budget Breakdown and the requested proposal amount.