Application for Student Research Funding

A major tenet and commitment of the Texas Tech University Institute for Forensic Science (TTU IFS) is to teach quality and ethical research methodology and offer ample research opportunities. To assist with this mission, IFS will provide $750 in research funding to two students annually, once during the Fall semester and once during the Spring. This funding will be given with a preference for TTU Forensic Science graduate students, however all TTU graduate students conducting thesis or dissertation research focusing on forensic science are welcome to apply. Students must be in good academic standing to be eligible to receive the award.

Proposals (the completed statement of intent, written proposal, and budget form) will be due by 5:00 PM on February 1 and September 1 each year. These proposal documents must be submitted by email to the IFS Research Funding Coordinator (Dr. Paola Prada; paola.prada@ttu.edu) to be considered for the current submission cycle. Any proposals received after the current cycle’s closing date will be entered into the next submission cycle. Please note: The funding award is intended for use in the following academic semester.1

Please note that if you are awarded funding, you will be expected to present your findings at a national conference (preferably the annual meeting of the American Academy of Forensic Sciences). Your proposed budget may include travel costs for this purpose. Additional funding for graduate student travel is available through the Graduate School: http://www.depts.ttu.edu/gradschool/students/current/index.php.

Award notifications will be sent within one month of the application due date.

Proposal Submission Instructions:

IFS requires for any student seeking funding or the use of IFS equipment to submit a research proposal that will be reviewed by a panel comprised of two IFS faculty/staff member and one external (i.e., not affiliated with IFS or the Forensic Science academic program) reviewer. Decisions regarding funding will be based upon a thorough review of the research proposal and will follow the format provided below.

Development of the research topic should done in conjunction with the student’s research advisor. Applications should not be submitted without the student’s research advisor’s knowledge, and IFS may contact the advisor(s) to verify their awareness of the project proposal.

The research proposal must be submitted in proper APA format, typed, double-spaced, and using correct spelling and grammar. Title page, abstract, tables, figures, graphs, and reference list do not count towards the 10 page limit. Proposals longer than 10 pages will not be accepted.

1 For example, if you apply during the spring semester, the award is meant to be used for the following summer or fall semester. If you apply during the fall semester, the award is meant to be used the following spring semester.
The written proposal must include the following:

1) **Abstract**
2) **Introduction** (i.e., the significance of the research, how it relates to forensic science, and anticipated outcomes of the research)
3) **Brief literature review** (including a minimum of one page related to the proposed research)
4) **Research questions or hypotheses**
5) **Methodology and statistical analyses**
6) **Timeline of project** (i.e., estimated start date, length of data collections, approximate completion date)
7) **Budget justification** (including needed equipment, supplies, travel and other items such as special software, and why these items are necessary)
8) **Reference list**

**Research awarding and following steps:**

The research proposal will be evaluated on an **80 point** scale, a maximum of 10 points for each of the 8 sections mentioned above. Comments by faculty reviewers will be returned to the submitting student after the award review process.

All applicants will be notified by email when their application is received and the status of their proposal once an award recipient has been determined. The award recipient is responsible for the necessary completion of any environmental, health and safety certifications required by TTU before the data collection can begin. Completion of all necessary certifications, and/or training **must** be done prior to the start of the research project. If applicable, any approval needed to be obtained through the university, such as with the Institutional Animal Care and Use Committee (IACUC) or the Human Research Protection Program (HRPP)/(IRB) must also be completed prior to the start of data collection. Copies of the certifications/proof of training and committee approvals must be given to Dr. Prada to keep as part of the research award file. If either of these requirements are not met, the award may be forfeited.

Upon completion of the project, it will be the student’s responsibility to return all non-disposable supply and equipment to Dr. Prada as the materials are the property of IFS. If the equipment and/or supplies are not returned to IFS, a hold may be placed on the student’s record.

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**Submission Checklist**

- [ ] Statement of Intent
- [ ] Written 10 pg research proposal
- [ ] Budget Form
Student Research: Statement of Intent

Semester applying: _________________, 20____

Name of applicant: ______________________________________________________________

Applicant contact information: ____________________________ ________________________
   (Email)                                       (Phone)

Title of proposed research project: _________________________________________________

For Research Advisor:

Name of research advisor: ________________________________________________________

Research advisor contact information: ___________________________  __________________
   (Email)                              (Phone)

My signature below indicates that the above named student has discussed their proposal with me and I support their research project.

___________________________________  _____________________________
   (Signature)      (Date)
# Student Research: Funding Budget Form

Please provide the following under each category for which funds are requested. There should be clear continuity between the project description in the proposal narrative and the budget proposed here. Each item should be listed on a separate line in the corresponding section below (add more rows as needed), and should include the anticipated cost of each item (see example below). All costs should be estimated to the best of your ability and may require contacting your research advisor for assistance in determining estimated cost. The maximum funding to be awarded will be $750, so proposed budgets should not exceed this amount.

## Example:

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<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost per item</th>
<th>Total cost for item</th>
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<tbody>
<tr>
<td>60 Tube - 16x150mm Clear Plastic Test Tube Set with Caps and Rack</td>
<td>2</td>
<td>$19.99</td>
<td>$39.98</td>
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## Equipment

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Subtotal $  

## Supplies

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## Travel

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Subtotal $  

## Other

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Subtotal $  

**Total budget request $**