

**CIRCLE OF FRIENDS MOLLY AND GENE RAUEN ENDOWED
RESEARCH ASSISTANCE AWARDS
DEPARTMENT OF NUTRITION, FOOD SCIENCE, AND PACKAGING
SAN JOSÉ STATE UNIVERSITY**

Application Instructions

Awards from the Circle of Friends Molly and Gene Rauen Endowed Research Assistance Fund are based on the merit of the application and availability of funds in the Rauen Endowed Fund distribution account. Application deadline is on a rolling basis. Applications will be accepted during academic semesters, so students can turn in their proposal whenever they begin their research project. **However, applications must be submitted at least six weeks before the end of the semester. (University requires applicants must be officially enrolled students in order to receive any monetary award).** **Note: Applications will not be accepted during summer and winter breaks.**

Instructions:

- Undergraduate students can request a maximum of \$1000, and SAGE / Graduate Students can request a maximum of \$2500. The student will be responsible for research-related expenses listed in the budget that exceed the award amount.
- Students are not eligible if they have previously received a Research Assistance Award.
- Application must include:
 1. Application cover page (submit as a separate PDF file after DocuSign)
 2. Research proposal abstract and list of references (not to exceed 3 pages, typed)
 3. Budget and justification
 4. Application evaluation rubric (evaluation to be completed by Faculty committee member)
- Formatting: use Times New Roman, 12-point font, 1.15 line spacing, and 0.75" margins
- Note the application evaluation rubric on the last page as you prepare your materials.
- Submit the Application cover page a PDF file after DocuSign, and submit the Research proposal abstract, Budget, and Application evaluation rubric as one Word document.
- Delete this "Application Instructions" page before submitting.
- Email applications to Leah Olaivar at leah.olaivar@sjsu.edu

Examples of research-related expenses that can be requested (not an exhaustive list):

- Research supplies, surveys
- Statistical or computer consultation
- Incentives for survey participants
- Cost of travel for data collection

If your budget includes a request for funds to attend a conference/meeting to present your research:

- Please include the name, location, and date(s) of the potential professional conference/meeting.
- The expenses must be itemized (e.g., registration, flight/travel, lodging, food, poster printing...).
- The student is responsible for any additional travel costs not covered by this award.
- Note: These travel funds will be held back until documentation of acceptance for a poster or podium presentation is submitted.

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Application Cover Page

Name:

Student ID:

Mailing address:

Phone number:

Email:

Status (Undergraduate / SAGE / Graduate):

Semester enrolled in NUFS 295 Research Methodology:

Faculty research advisor:

Faculty committee member:

Total budget requested:

Research proposal title:

Student Signature:	Date:
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Award Granted?	
Comments:	

Selection Committee:	Date:
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Research Proposal Abstract

- *Instructions on this template are italicized; delete instructions from proposal before submitting.*
- *Use the bolded headings below to write your research proposal abstract.*
- *Cite references throughout and include a bibliography at the end of your proposal abstract.*
- *The research proposal abstract and references should not exceed 3 pages.*

Research proposal title:

Background: *Briefly explain the context of the study or summarize the relevant problem addressed by the study. The background should clearly state the rationale for investigating the research question.*

Objective: *Describe the question or problem to be addressed and if applicable, the testable hypotheses involved.*

Design: *Identify the design of the study (eg, cross-sectional, case-control, cohort, randomized controlled trial, cross-over design, qualitative, etc.). Discuss the data to be collected. Define and describe methodology to be used to collect data.*

Participants/setting: *Describe eligibility criteria to select participants, the number of participants anticipated to be involved in the analysis (power analysis). Describe where and when the study will be conducted.*

Intervention: *(may or may not be included depending on study design). Describe the essential features of the treatment or intervention if your study uses an experimental design. Delete this heading if not applicable.*

Statistical analyses: *Indicate statistical tests to be used in data analyses. Clearly state/describe which variables will be analyzed using each statistical test.*

Results: *If you are requesting funds for conference travel, then you will have at least preliminary results to report. If applicable, describe relevant findings of the study, and include numerical values in results. Delete this heading if you do not yet have results to report.*

Conclusions: *If you have results to report, then offer key conclusions on the basis of evidence provided by the study. Delete this heading if you do not yet have results to report.*

References: *References should be credible sources (e.g., peer-reviewed publications), recently published (within the past 10 years, unless citing a seminal publication), and a combination of primary and secondary sources.*

Budget Requested

- *Instructions on this template are italicized; delete instructions before submitting.*
- *Give a detailed budget projecting how the award will be spent for research and a justification for each itemized expenditure.*
- *Add or delete rows to the tables below as needed.*
- *Change and/or delete budget request categories (tables) as needed.*
- *Note: Award recipients are expected to carefully keep documentation and receipts of all expenses related to their project for auditing purposes.*

Research expenses - budget requested: \$		
<u>Item</u>	<u>Estimated cost</u>	<u>Justification / Rationale</u>

Conference travel - budget requested: \$		
<u>Item</u>	<u>Estimated cost</u>	<u>Justification / Rationale</u>

Total budget requested: \$

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Application Evaluation Rubric

Name of student:

Research proposal title:

Faculty committee member:

Rating Scale: 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor; 0 = Missing

<u>Application section</u>	<u>Rating</u>	<u>Comments</u>
Background		
Objective		
Methods - Design - Participants - Setting - Intervention (if applicable)		
Statistical analysis		
References		
Budget		

Overall comments: