

SURE 2008 PROPOSAL SUBMISSION FORM

Deadline: *Friday, February 15th, 2008, 5:00 pm*

READ THIS CAREFULLY: Submit the information in Sections A – C below on-line via the SURE website (www.sandiego.edu/sure/). The information is replicated below for your convenience in preparing your application. Website submission will be accessible by February 8th. Submit the body of your proposal (see below) by email attachment only to: sure_at_sandiego_dot_edu [spam-blocked address]. Simply follow the directions in Section D below.

Please refer to the SURE website (www.sandiego.edu/sure/) for further information about the program.

A. GENERAL INFORMATION

Project Title:

Student Name:

Student ID#:

Email Address:

Note: The name above will be the primary contact person regarding the proposal. You will receive confirmation of your submission by email at your USD email address.

Phone Number:

Type of Proposal (Select one option):

Individual Proposal

Multiple Student Proposal

If multiple student proposal, list all additional students below. Multiple student proposals should be sure to define the role of each student in the proposal text. If individual student proposal, leave blank.

Names of Additional Students:

Proposed project starting date:

Are you eligible for a McNair Scholarship? (Select one option):

Yes

No

Don't Know

The McNair Scholarship is a research scholarship for under-represented minorities, socioeconomically disadvantaged, and first-generation college students. If you are not sure of your eligibility for a McNair Scholarship and are interested in applying, please contact Noel Salunga at nsalunga_at_sandiego_dot_edu [spam-blocked address]

If eligible, are you applying for a McNair Scholarship? (Select one option):

Yes

No

B. FACULTY SPONSOR INFORMATION

USD Faculty Sponsor Name:

Sponsor's Email Address:

Department/Program of Faculty Sponsor:

Faculty Sponsor Form

Be sure to have your faculty sponsor complete and submit the Faculty Sponsor Form on your behalf prior to the submission deadline.

C. BUDGET PROPOSAL

Please read this information and then fill out the budget form below

1. **Stipends.** Stipend amounts are adjusted based on whether or not housing supplements are requested. Stipends are taxable. Taxes will be withheld. The amount depends on how you fill out withholding forms. Consult the payroll department at USD for assistance. The contact person for payroll is Vanessa Fraser at vfraser_at_sandiego_dot_edu [spam-blocked address].
2. **Supplies.** Supply budgets with insufficient justification are more likely to be reduced or eliminated. Supply funds cannot generally pay for books or similar personal expenses. Travel expenses for field projects may be requested, including converting stipend to cover travel costs (this is advantageous, because the stipend is taxable, whereas reimbursed travel expenses are not). Such requests must be fully and carefully explained by the student and faculty sponsor.
3. **Multiple Student Projects.** Multiple student projects must clearly justify the roles of each student, especially if full stipends are requested. For example, a project that appears to be appropriate for a single student, but has two students requesting full stipend will be cut to a single stipend [that may be shared, or a single student funded]. In general, for a given project only a single stipend amount will be provided if the grant is funded.
4. **Funding.** More proposals will be submitted than can be funded. Some proposals will be rejected outright, and most or all may be funded with some budget cuts so as to fund as many worthy projects as possible. In recent years, due to limited funds, faculty stipends have been cut to balance the budget, while still funding a good number of proposals. We maintain the \$3500 amount as a desirable goal when sufficient funds are available.

Student Stipend (Select one option)

- a. \$3,500 = 10-week project
- b. \$1,750 = 5-week project
- c. None, only supplies budget requested (see below)
- d. Other (explain below)

Faculty Stipend (Select one option below in consultation with your faculty sponsor):

- a. \$3,500 for 10-week project
- b. \$1,750 for 5-week project
- c. None requested
- d. Other (sponsor explain on Faculty Sponsor Form)

Supplies (Enter up to maximum of \$500, and explain below):

Total Budget Request (sum above and enter amount):

Budget Justification/Explanation

(Required if supply funds requested. Other budget explanations may also be provided here.)

D. PROPOSAL SUBMISSION

SUBMIT YOUR PROPOSAL BY EMAIL ATTACHMENT TO sure_at_sandiego_dot_edu

1. Maximum length of a proposal text is **1000** words. Reviewers will not be required to read text beyond this limit.
2. Use 12 pt font and use Times New Roman or Arial font type.
3. References are appropriate and independent of the proposal text. You may enter a reference list at the end of the proposal text.
4. The proposal text may be submitted as a '.doc' or '.rtf' format. If your proposal contains information that cannot be readily provided in this format (such as complex equations or figures), please submit your proposal as a PDF.
5. Quality of proposal writing is important. Poorly written prose will be weighed against a proposal. Carefully review and proofread your proposal before submission.
6. Be sure to save a copy of your proposal.
7. Please title the subject line of your email with your last name and the last name of your faculty sponsor. This helps to ensure accurate filing of your proposal. Example: Cox and Ichiyama

INCLUDE THE FOLLOWING INFORMATION AT THE BEGINNING OF YOUR PROPOSAL

Proposal Title:

Student Name:

Name of Faculty Sponsor: