

UNIVERSITY OF CHICAGO
Committee on Evolutionary Biology
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DATE: September 21, 2007
TO: Faculty and Students
Committee on Evolutionary Biology
FROM: Dave Jablonski, Chair
Committee on Evolutionary Biology
RE: FUNDS FOR STUDENT RESEARCH

Attached is an application for research support from the various funds administered by CEB (Hinds, Hathaway, Park, etc.); please read all the instructions before completing the application form. Money from these funds is used to provide partial support for doctoral research and preliminary work related to the dissertation proposal. The primary source of money is provided by the Hinds Fund, which is available to all University of Chicago students, regardless of academic unit, who are studying problems in evolutionary biology. Priority for these funds goes to preliminary work related to the dissertation proposal. Sources and foci or priorities of these additional funds will generally vary from year to year. Award amounts vary in size, ranging from about \$500 to about \$2,000. No award has exceeded \$2,000 in the past five years.

Grant applications are reviewed and evaluated by the CEB Committee for Student Research Support (previously called the Hinds Fund Committee), which serves in an advisory capacity to the Chair of CEB, who will notify students upon final award decision. Applications are evaluated competitively once each quarter during the academic year. Only completed proposals turned in to the Committee's office by the submission date will be considered in that quarter.

Students should submit the original application and four clear copies to the CEB Administrator in Culver 401 (five copies in all).

The submission deadlines and award notification dates for the Academic Year 2007-2008 are:

| | Submission deadline | Notification date |
|----------------|----------------------------|--------------------------|
| Autumn Quarter | Thursday, 25 October 2007 | after 29 November 2007 |
| Winter Quarter | Thursday, 24 January 2008 | after 28 February 2008 |
| Spring Quarter | Thursday, 24 April 2008 | after 29 May 2008 |

In general, funds will be available for use immediately upon notification.

Students: Please make sure that your advisor has read the proposal and signed the cover sheet.

APPLICATION GUIDELINES FOR CEB-ADMINISTERED RESEARCH FUNDS

The research support committee reviews applications with two goals in mind: determining ranking for funding and providing training in grant writing. Review will focus on

- Appropriateness for an evolutionary biology fund, as described in the proposal
- Quality of research
- Need for support
- Effort to obtain additional sources of support (especially for students beyond the first or second year)

Proposals will be critiqued as if they had been submitted to a national granting agency in order to help students develop their skills at writing competitive grant proposals. As early as possible, students should turn to other local and national granting agencies for additional support (e.g., Sigma Xi, Chapman Fund, Roosevelt Fund, NSF Dissertation Improvement Grants, etc.). The CEB funds should not be viewed as the sole means to finance a research project; CEB does not have sufficient resources for such comprehensive support.

When you prepare a CEB research proposal, include the sections outlined below and address the issues that are appropriate for your project. Not every proposal will have every section.

- All proposals should be clearly organized and presented in concise prose.
- Proposals should not exceed five single-spaced pages (approximately 2,500 words, not counting the bibliography). Up to two extra pages can be added to describe previous work.
- Proposals should be typed or printed in a font not smaller than Times-Roman 12pt type or the equivalent.
- A memo from your Advisor *must* accompany the application stating that no research funds exist to support this research.
- The completed cover sheets (attached) are required of each application. *Be sure to have your advisor or sponsor read your proposal and signs the cover sheet.*

COVER PAGES. There are *two* cover pages. You *must* fill out the summary of prior and pending financial support to have your application reviewed. Include all the sources of research support you have received at the University of Chicago (Hinds, Sigma Xi, NSF DIG, Green, Nierman, etc.), but *don't* include your primary source of fellowship aid (e.g., Hughes, Searle, etc.) unless that source includes a research supplement, which should be listed. If funds are pending, write "pending" in the "Amount received" column. Put a "0" in that column if a proposal was rejected.

INTRODUCTION. State the general problem you are addressing, relate it to other work in the field, and review any relevant literature. At the end of the introduction, you should state your objectives for the research in a clear, concise manner. If the project is not directly related to your thesis research, you should describe your thesis work and explain how the proposed project fits into your overall program. *The evolutionary focus of your work should be made clear.*

RESULTS OF PRELIMINARY WORK. If this is a new project, state that clearly. If this is an ongoing project, then summarize the results of the study to date. This section is critical if you have already received support from the CEB.

METHODS. State whether your project is a laboratory study and indicate the lab in which you will work, the equipment you will use, etc. If this is a field study, discuss your study area and its relationship to the species under study. Provide a clear and detailed description of the research methods.

BUDGET. You should present your entire budget for the research and indicate what expenses will be covered by CEB money.

BUDGET JUSTIFICATION. You should justify all your expenses. When appropriate, indicate why less expensive alternatives will not suffice and what alternative sources you have investigated. Keep in mind that if you are given money for a specific item of equipment in one year it is not a justified expense to ask for money for the same item the next year unless the item was expendable. As demand for CEB funds increases, it is more and more difficult to meet every student's request. As a result, the Committee's review of proposals has increased its focus on the strengths of a proposal and the clarity with which students have described and justified their research and its evolutionary focus. Under certain conditions, the Committee will return a proposal to an applicant and defer its decision, usually until resubmission the next quarter. Such conditions include:

- Poorly written proposals
- Proposals from students who have received CEB support previously and who did not summarize the data collected during the grant period.
- Proposals for work unrelated to a student's thesis that is neither justified nor discussed in relation to the student's overall research program.
- Proposals lacking budget justification.

The support provided by the CEB is available for a period of 12 months from the date of written notification. Equipment purchased with money from CEB research funds remains the property of the Committee on Evolutionary Biology and should be returned to the Committee at the end of the award period. Your award letter will specify what equipment should be returned. By written request, an extension of use will be granted for incomplete projects.

As with federal and many other grants, a progress report *must* be submitted at the end of the award period. Delay or failure to submit the progress report will reduce your chances of receiving future awards from CEB.

**APPLICATION FOR CEB RESEARCH FUNDS
COVER SHEET**

APPLICATIONS WITH INCOMPLETE COVER SHEETS WILL NOT BE REVIEWED

NAME: QUARTER AND YEAR:

DEPARTMENT: DATE:

OFFICE PHONE:

HOME ADDRESS:

EMAIL ADDRESS:

STUDENT ID: SS#:

TITLE OF PROJECT:

RELATIONSHIP OF PROJECT TO THESIS:

TOTAL FUNDS REQUESTED: \$ TERM OF GRANT: FROM: TO:

HAVE YOU RECEIVED A CEB GRANT BEFORE?

IF YES, GIVE DATES AND AMOUNTS ON THE FUNDING PAGE. DESCRIBE THE RELATIONSHIP OF THOSE FUNDS TO THIS PROJECT, AND ATTACH A SUMMARY OF THE RESULTS YOU OBTAINED DURING THE TENURE OF PREVIOUS AWARDS.

DATE PRELIM EXAM WAS/WILL BE TAKEN:

APPROVAL BY FACULTY SPONSOR

THIS PROPOSAL MEETS THE REQUIREMENTS OUTLINED IN THE CEB RESEARCH FUNDS MEMO. THE EVOLUTIONARY FOCUS OF THE PROJECT IS CLEAR, AND THE SCOPE AND AIMS OF THE RESEARCH ARE WELL-CONSIDERED. THE FUNDS REQUESTED ARE BOTH NECESSARY AND REASONABLE FOR CARRYING OUT THE WORK.

NAME:

SIGNATURE: DATE:

