

**Information Systems Department
Research Award Application**

Name: _____ Student ID Number: _____

Address: _____

Telephone Number(s): _____

Email Address: _____

Status:
 Undergraduate
 Masters

Expected Graduation Date: _____

Title of Proposal: _____

Information Systems Department Faculty Mentor: _____

Student Signature: _____ Date: _____

Submit this application with a current OFFICIAL transcript to the Information Systems Department.

Office Use Only:
Date Received: _____ Received by: _____

Official Transcript Included? (Required): _____

Faculty Recommendations Received?: (1) _____(Date)

(2) _____(Date)

Information Systems Department Research Award Application

I. Statement of specific aim(s), purpose, or goals(s)

A concise, complete statement of what the principal goal or goals of the research will be. What you seek to discover, create prove, etc.

II. Motivation

Explain why your particular topic is important to the research or creative community, and perhaps to society. Because the “motivation” section is generally based on a literature review, most of the references will be cited here. The motivation section may end in a conclusion about the gaps in knowledge about the particular topic, and the conclusion will lead nicely into a repeat of the statement of the specific aims of the proposal.

III. Methods

Explain how you intend to carry out your research, and therefore, how the specific aim(s) will be fulfilled. You need to explain in enough detail so that a reviewer can judge whether your project has a chance of succeeding.

IV. Evaluation

Explain how, when you have completed your work outlined in the methods, you will determine whether your goals have been met. How will you, or the intended audience, evaluate your research? If your idea doesn't work, do you have alternative methods to try? How will your results be shared with the intended community?

V. Dissemination

Indicate how the results of this work will be disseminated (e.g., conference publications, journal publications, WWW site, email lists).

VI. Budget

How will the money be used? All funds must be used to cover direct costs associated with conducting the proposed research.

Examples of allowable expenses:

- paying subjects to participate in an experiment,
- purchasing supplies required for the experiment (e.g., video tapes),
- xeroxing expenses associated with this project, and
- travel expenses associated with conducting this research.

Expenses that are **not** allowed include:

- paying either the student researcher or the faculty mentor for their time spent working on this project,
- purchasing durable equipment (e.g., computers), and
- travel expenses associated with presenting the results of this research at a conference.

Durable equipment

Any durable equipment (e.g., computers) required to conduct the proposed research that is not already available to the student researcher or faculty mentor should be identified in this section. This equipment may be made available to the student researcher to support this project, but any such equipment will remain the property of the Information Systems Department.

Travel expenses

Funds may be requested to support travel directly associated with conducting this research. Examples include traveling to another location in Maryland to interact with study participants. This application may **not** be used to request funds to cover travel expenses associated with presenting the results of this research at a conference. If a funded project results in a paper being accepted for publication in the proceedings of a conference and presentation at the conference, the student researcher may request additional funds to cover the expenses associated with this presentation.

VII. Role of Information Systems Department Faculty

Explain how you will interact with the faculty mentor, and how you will ensure that you are performing in your own research project. Please note that all publications resulting from this project must be co-authored by one or more members of the faculty in the Information Systems Department.

VIII. Timeline and Additional Information

Indicate when the project will begin and when each major milestone will be completed. Be sure to indicate when the entire project will be completed.

You may also use this section to provide any additional information you believe may be useful in reviewing this proposal.

**Information Systems Department
Research Award Application
Faculty Recommendation**

*Note: **Two** recommendations are required from faculty in the Information Systems Department*

Note to Student Applicant: Complete the three items below (your name, title of the proposal, and faculty name) and provide copies of this form to two members of the faculty in the Information Systems Department (including your faculty mentor) for direct submission to the committee.

Student's Name: _____

Title of Proposal: _____

Faculty Name: _____

Note to Faculty: Please complete this form and submit in a signed or sealed envelope as soon as possible. The associated application for funding will not be reviewed until two letters of recommendation are received.

Please attach a letter of support to the review committee for this student's proposal. Please include in your comments your candid and confidential assessment of the student's ability to successfully complete the proposed research. If you are writing letters for more than one student, please provide a ranking for each student.

If you are listed as the faculty mentor for this proposal, please note that by submitting this letter you are accepting the responsibility of guiding the student's research, ensuring that a summary report is submitted to the committee at the conclusion of the project (as defined by the timeline in the proposal).

Signature _____

Date _____

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Signature _____

Date _____