

Marywood University
Application for Undergraduate Research Funds
(For Materials/Research Costs)

Directions: Please fill out this form in its entirety, attach the required documentation, and then obtain the signature of your faculty research sponsor. Bring your completed application to Dr. Erin Sadlack, LAC 217 as soon as possible. Funding is subject to availability and must be applied for in advance of purchase. **All students who receive funding are required to present their research at the Undergraduate Research Forum in April.** If you have any questions, contact Dr. Sadlack at 570-348-6211, 2344 or easadlack@marywood.edu.

Student Name: _____

Email: _____ Phone: _____

Year: _____ Major: _____

Project Title: _____

Abstract: You must attach an abstract of about 200-300 words outlining your project content and goals as well as explaining how these materials are necessary to the completion of your research.

PURCHASE DETAILS

Please specify how you plan to purchase your materials. Are there special chemicals, for example, which your department must order for you? If you plan to order office supplies, please consult Dr. Sadlack because we will need to place the order with the University vendor.

Faculty Sponsor: _____ Department: _____

Email: _____ Phone: _____

To the Faculty Sponsor:

By signing below, you endorse the quality of the student's research project and confirm that the project will make a scholarly contribution worthy of receiving funding.

Signature: _____ Date: _____

BUDGET INFORMATION

You must make every effort to obtain the least expensive purchase options. Individuals may request up to \$300 in funding; students working in groups (of 3 or more) may receive up to \$900 for the entire group to share (all funding limits per academic year). Consult with Dr. Sadlack about what vendors to choose/method of payment. If you make the purchase, you must return your receipts to Dr. Sadlack within a week of your making the purchase.

ESTIMATED COSTS:

Materials

Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____
Item: _____	Estimated Cost: _____

Shipping and Handling charges _____

Total Costs: _____

Are you receiving funds from any other source (department, college, etc.)? Yes ___ No ___ Amount _____

With my signature, I affirm that I have read all of the above conditions, that I have done my best to keep costs to a minimum. I also understand that accepting funds requires me to present my research at the Undergraduate Research Forum in April.

Applicant Signature: _____ Date: _____

For Committee Use Only:	Application	Accepted _____	Rejected _____
Notes:			