Center for Student Research (CSR) Supply Grants are very competitive and are rubric-scored based on the quality of the written components in your proposal, degree of adherence to the grant proposal instructions, below, as well as the quality of your itemized budget. Funding level will be determined based on quality of the overall proposal, and the state of the CSR supply budget at the time of your grant submission. Funding will only be awarded for allowable proposed costs; the University has certain services and items that we are not allowed to purchase. Our suggestion is to request everything that you would like funded through the CSR, and we will let you know if any of your requested purchases are not allowable by the University. Students will be responsible for costs exceeding the approved amount of their CSR Supply Grant award.

Student Name: _______________________________________________ Date: ____________

Faculty Mentor Name: ___________________________________________

Instructions: Please place this page as the first page of your grant proposal. Please check off each box (below) as confirmation that you have carefully read the instructions for each required section of the CSR Supply Grant proposal. For the remaining pages of your proposal, please create a carefully prepared submission which addresses the following items (outlined, below). We require a written component and a table (table = the itemized budget) be submitted by Scholars applying for a CSR Supply Grant. Grant proposal missing either of these components will be rejected, outright (although the student is welcome to re-submit at a later date, with both components included). Note that spelling, grammar, sentence and paragraph structure, and organization of your submission will also be scored as the “professionalism” component of your grant proposal (15% of grant proposal score). You should get assistance and feedback from your faculty mentor before submitting your Supply Grant proposal.

☐ (20% of grant proposal score) Provide a brief (max. 250-300 words) literature review justifying your research question(s) (the rationale for your research project). Be sure that you define any discipline-specific jargon for us so that we can understand your rationale.

☐ (10% of grant proposal score) Present your research question/aims and your hypotheses (if any, or state that you do not have any).

☐ (15% of grant proposal score) Provide a brief summary (max. 250 words) of the progress you have made to-date on the project (from when you started working on it), ending with where you are in your project, currently. Again, be sure that you define any discipline-specific jargon for us (that you haven’t already defined), so we can understand where you are at with your project.

☐ (20% of grant proposal score) Describe, in as much detail as possible (max. 250 words), the supplies you would like to purchase and why they are instrumental in continuing with your research project.

☐ (20% of grant proposal score) On a separate page, provide an itemized budget of the requested supplies and be sure to include estimates of taxes and shipping as applicable.

By signing below, students and faculty mentors affirm that the requested supplies are necessary, will support the student research project, and that the faculty mentor recommends funding of this proposal.

Student Signature         Date

Faculty Mentor Signature        Date

California State University, East Bay
Center for Student Research