



Proposal Submission Guidelines

The Northwest Scientific Association [NWSA] annually awards grants of up to \$750 for undergraduate [BA/BS] and up to \$1,500 for graduate [MA/MS or PhD] proposals to support student research in the pure and applied sciences. This opportunity may help you organize your research proposal, may add substance to your curriculum vitae [CV], and potentially aid you in publishing your research in the peer-reviewed scientific quarterly, *Northwest Science*. NWSA will also waive page charges if you choose to publish your research in *Northwest Science* within four years of accepting this grant.

Requirements:

- The applicant must be a student and be enrolled as a NWSA 2019 member at the time the proposal is submitted (see website for membership information at <http://www.northwestscience.org>).
- Grant monies may only be used to support research travel, lab analysis, materials, and supplies for student research. Proposals requesting salary support or travel to meetings will not be considered.
- Funding will only be considered for projects conducted in northwestern North America
- Funding must be spent within one year of the award by NWSA at which time the recipient is required to provide a completion report highlighting research accomplishments and financial expenditures to the NWSA Grant Committee at: nwsagrantsteam@gmail.com and Treasurer Robin Leshner at rlesher@frontier.com
- Proposals must be submitted via email by midnight February 17, 2019.

Proposals should be written for a diverse scientific audience. Avoid use of technical jargon. Proposals must be submitted as a **single PDF document** that includes the **cover page** (including **abstract**), **proposal**, **literature cited**, **tables**, **figures**, **budget**, **curriculum vitae (CV)** and **letter of support**. The body of the proposal must be double-spaced in 12-pt Times New Roman font with 1-inch margins (no exceptions). Margins on other pages (cover/title page, literature cited, supplementary tables and figures, and budget) may vary with need. Submitted proposals should include the following:

- Cover page that provides:
 - the project title, name and address of the student applicant [including phone number and e-mail address]
 - name of the major professor or advisor, and college or institution,
 - dollar amount requested
 - abstract describing the project and purpose, not to exceed 200 words.
- Body of the proposal not to exceed four pages that includes:
 - introduction [including the research question(s), objective(s) and significance]
 - background
 - project methods [including experimental design, methods, appropriate statistical analyses, and timeline]
 - expected results.

- Literature cited in proposal
- Supplementary tables and figures
- Itemized budget table should be included followed by a short justification

Category	Description	Cost/Unit	Quantity	Cost	Funding Requested
Research Travel					
Materials					
Supplies					
Total Amounts					

- A letter of support signed by your graduate or undergraduate advisor stating that she/he recommends the proposal and approves the submitted budget (use template provided).
- A 1-2 page CV that also includes education, any previous research, and current funding.

Proposal titles should be formatted with underscore separated fields as follows: 2019_ \$degree_ \$lastname_ \$firstname.pdf (e.g., 2019_PHD_Jones_Jane). The placeholder "\$degree" should be replaced with a degree abbreviation (e.g., PHD/MS/BS). "\$lastname" and "\$firstname" placeholders should be replaced with the author's corresponding name, first letter capitalized, and hyphenated/spaced as in their legal name (e.g., 2019_BS_Hadley-Smith_John).

The proposal must be submitted by e-mail, dated no later than midnight February 17, 2019 to:

NWSA Student Grant Committee Chair Regina Rochefort e-mail: nwsagrantssteam@gmail.com

Preference will be given to qualified proposals from individuals who have not already received a student grant from NWSA.

Grant awardees will be announced at the Annual Business Meeting (March 28, 2019) at the NWSA 90th Annual Meeting in Lewiston, Idaho (March 26-March 29, 2019), in the Spring issue of *Northwest Science*, and on the NWSA website. Grant recipients must agree to present the results of their research at a future Northwest Scientific Association annual meeting. Ten percent of award funds will be withheld until the final financial and research accomplishments report is presented to the NWSA Treasurer. This report must include an itemized account of expenditures for award of final payment.

Please direct student grant-related questions to:
NWSA Grants Committee Chair, Regina Rochefort
nwsagrantssteam@gmail.com

Template for Letter of Advisor Support

To: Northwest Scientific Association Grants Committee

From: *Name & Institution of Advisor*

By signing below (or substitute: transmitting electronically), I acknowledge that I am listed as the advisor of *Name of Student* on *his/her* proposal, entitled "*Title of Grant Proposal*". I support this research and approve the budget submitted in this grant.

Signed: _____

Organization: _____

Date: _____