How to Submit a STEM Proposal

Submit all five items (cover sheet, narrative, resume, budget, and timeline) for the STEMproposal electronically as a single PDF file (named "studentlastname_firstname_STEM.pdf") to **our@lamar.edu** with the subject line "STEM_Proposal", by February 20. Your mentor(s) should submit the letter in support separately. You will receive an acknowledgement for your submission from the Director of O.U.R. If the application package is complete, you will be invited to submit the whole application package to the Competition Space (which is the official portal for Lamar University, for submission of any grant proposal) by February 23 (hard deadline).

- Proposal Format
    - Submit the proposal electronically to: cbahrim@lamar.edu
    - Email subject line: "STEM_Proposal". All the submissions should be in one file with the name "studentlastname_firstname_STEM_proposal". For example: Smith_ John_STEM_Proposal
    - A support letter from the mentor(s) should be sent directly by the mentor(s) with the subject line "student's_lastname_ firstname_STEM_LOR". For example Smith_ John_STEM_LOR

1. Cover Sheet (one page)

Title of the Proposal:

Area of Research: Choose either HASBSEB (Humanities, Arts, Social and Behavioral Sciences, Education and Business) or STEM (Sciences, Technology, Engineering and Mathematics).

Please consult with your mentor regarding your choice. You may also look at the attached rubric to learn more about the specific requirements for each of these two areas.

Student Information

Name:
L#:
Email Address:
Student's Major:

Departmental affiliation:
(repeat this block for each student co-participant on the same O.U.R. grant)

Topic of Research: (e.g. microbiology, water treatment)

The Department/Center/School/Makerspace where the research project will be carried out. The location should not necessarily be the same with the department associated with the student's major and can be located outside Lamar. The choice for this location should be done wisely and approved by the mentor(s) in his/her letter of support, so credit for research can be correctly attributed to the deserving department, center, makerspace, etc. In case the research will be done outside Lamar, an acceptance email or written notification sent to the mentor, should be provided by the host institution or person, and should be included in the proposal. Lack of such evidence of support disqualifies the proposal.

Faculty Mentor(s)' Name:
Faculty Mentor(s) Department(s):
Faculty Mentor Email:

(repeat this block for each mentor)

Is an I.R.B. approval needed for running the project (choose the correct answer): Yes or No

Eligibility Criteria

CGPA (should be greater than 2.8):
Major GPA (should be greater than 3.0):

Enrolled in current fall semester (coursework hours)*:
Enrolled in the next spring semester (coursework hours)*:

- If lower than 12 but greater than 9, then a brief explanation (letter or email) for the reasons of this situation is needed from the Chair of the Department. This explanation needs to be added to the proposal submission file.

2. Abstract and Narrative

- An abstract of the proposed research project or creative activity project (maximum 100 words).
- A brief narrative describing the rationale for the project (maximum 600 words in font Arial or Times New Roman and size 12). This may include the significance of the proposed work and goals. Please indicate the development of any potential/expected products. Please indicate the intellectual merit and the broader impact of your project, if the case. Tables and figure captions do not count toward the 600 words, and they should be included at the end of the narrative, and before the bibliography
- Bibliography is outside the 600 words count and should be listed on a separate page.
- Any O.U.R. grant proposal written in a peer-reviewed professional journal format is not acceptable and will be rejected without review.
- **Literature review has to be part of any O.U.R. proposal.**

3. One-page resume of each student applicant.

4. Budget Justification and Timeline (one-page maximum for each)

- A detailed **Budget Justification** (on one-page maximum) including all categories of anticipated expenditures must accompany the proposal. Shipping and handling fees should be included in the budget.
- All additional funding sources previously involved in the proposed project, if any, must be disclosed on the **Budget** page.
- Proposals must also include a brief **Timeline** (on one-page maximum) for accomplishing the project's goals.
- The **Timeline** should indicate the interval when the request for research support will be processed. By default, this is considered between April 1 and May 1. If a project requires placing the research support (partially or totally) past January 1, then this should be clearly indicated in the **Budget Justification** and the **Timeline**, and a clear reason for this planning should be presented. It is expected that all research support requisitions to be completed by O.U.R. staff.
- If student(s) has/have to print posters for presentation at other conferences than the O.U.R.–sponsored fall conferences, please encumber the printing cost (no more than $100 per poster) in the budget section. The posters for O.U.R.–sponsored fall conferences will be printed by O.U.R. using a different budget.

5. Supporting Letter/Letter of Recommendation (LOR)

- Each faculty mentor must write one supporting letter for each proposal that he or she sponsors. A proposal without supporting letter(s) from each mentor will not be reviewed. **The letter should be sent by the mentor to our@lamar.edu by the submission deadline, with the subject line "student's_ lastname_firstname_STEM_LOR". For example: Smith_ John_STEM_LOR.** This letter should include

a clear statement about student's ability to carry on the proposed work and another statement about mentor's involvement in the project, including his/her support offered with lab space, computer access, and/or direct supervision. For more specific details, please see the Faculty Mentor Guidelines.

- The mentor is requested to enforce the research ethics during the writing of the proposal, as well as during his/her mentorship of the whole project, if accepted. Also, he/she should take care of having the appropriate I.R.B. approval for the project. If an I.R.B. approval is needed to run the project this should be stated in the Supporting Letter.