



## **Victor A. and Elizabeth A. Barnett Research Award**

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The Pott College of Science, Engineering, and Education invite applications/proposals for the Victor H. and Elizabeth A. Barnett Research Award. This award supports undergraduate research and will be given to a student in good standing who submits a successful research proposal in collaboration with a sponsoring faculty member. The research is to be conducted while the student is enrolled at USI. The award may not be given to a student who has already earned a 4-year degree.

The amount of the Barnett Award will be \$1400.00. Funds may be used for any of the items indicated for the Barnett Award, with the addition that the Barnett funds may be used either for research to be conducted at USI or another institution, or for travel to attend a scientific meeting. A committee comprised of the College's seven department chairs will make the award selection.

Proposals (one original plus one copy) for the Barnett Award must be received in the Office of the Dean, Pott College of Science, Engineering, and Education, no later than 4:30 PM on November 4<sup>th</sup>. Proposal evaluation will occur shortly thereafter.

Questions about the Barnett Award Program may be addressed to Dr. Tori Colson Assistant Dean of the Pott College of Science, Engineering, and Education.

## Application Submission Instructions

1. Submit an **intent to apply for internal grant application** form to OSPRA at [sponsored.projects@usi.edu](mailto:sponsored.projects@usi.edu) (cc: your department chair or equivalent) no later than October 28th, 2022. The form can be found on the OSPRA website : <http://www.usi.edu/ospra/internal-awards-and-grants>
2. Once OSPRA has received the intent to apply notice, your proposal file will be created in CAYUSE. You will be notified by email that you have been added as a user to a proposal and can start filling in the application.
3. Access CAYUSE 424 through **myUSI** on the USI website [www.usi.edu](http://www.usi.edu)
  - a. Use your USI credentials to log-in to **myUSI**
  - b. Look for the CAYUSE 424 icon under USI Online Services:  

  - c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.
4. Complete the R&R budget in CAYUSE detailing how the grant funds will be used. See CAYUSE budget instructions on the OSPRA website at: <http://www.usi.edu/ospra/cayuse-424>
5. Attach a Budget Justification (see program specific budget worksheet for details) that supports the line item budget. [The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K.](#) An example can be found at on the OSPRA website: <http://www.usi.edu/ospra/internal-awards-and-grants>
6. Attach separate .pdf files including the following to the documents section under Proposal Summary in CAYUSE. See page 2 for a list of the 10 items that need to be included in the documents section.  
See more explicit instructions at: <http://www.usi.edu/ospra/cayuse-424>
7. Submit the proposal for routing through CAYUSE 424 no later than **4:30 p.m.** on **November 4, 2022.**  
*Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next to your name in the routing and approval section. The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically following submission.*

## Acceptance Conditions

1. Faculty will conform to established practices and procedures concerning sponsored research.

2. Submit a midway and final report to the Pott College Dean's Office no later than 6-weeks after the end date of the award. The midway and final reports submitted should follow the outline provided by the Dean's office.
3. Act in accordance with the policy that all permanent equipment purchased under the Pott College Interdisciplinary Grant is the property of the Pott College unless otherwise specified when the grant is approved.

### Barnett Award Cover Page

Student Name(s)	
Student email(s):	
Faculty Mentor(s):	
Faculty Mentor's email:	
Faculty Mentor's Signature	
Faculty Mentor's Academic Dept.	
Department Chair	
Department Chair Signature	
College/School/Program	
Associate Dean of College (Chair Barnett Award)	
Associate Dean Signature (Chair Barnett Award)	
Dates of project (begin / end date)	
Total Requested from Barnett (\$1900.00 Max)	
Title of Proposal	
Summary/Abstract of Project (250 words)	<input type="checkbox"/> Check off when attached (required)
Body of Proposal (use outline provided on webpage)	<input type="checkbox"/> Check off when attached (required)
Budget Summary Spreadsheet (download from webpage)	<input type="checkbox"/> Check off when attached (required)
Budget Narrative	<input type="checkbox"/> Check off when attached (required)
References Cited	<input type="checkbox"/> Check off when attached (required)



### **Barnett Award Proposal Outline**

- I. Research Questions and Significance of the Study
- II. Goals/Objectives
  - a. Describe exactly what activities or procedures will take place during the award period. Specifically explain how the project will be carried out.
  - b. Identify what you will do and what other individuals involved in the project will do.
  - c. What kinds of techniques will students use?
  - d. What types of data will be collected and what types of analyses will be performed by the student?
- III. Describe the extent of your involvement in the project.
- IV. Methodology or Procedures
- V. Timeline
- VI. The Student Investigator's Qualifications
- VII. Evaluation/Dissemination
  - a. Briefly explain how you will determine whether students have accomplished the goals or objectives that were established in the proposal.
  - b. Describe ways that students will display and/or present the results of their work on the project to the University community and professional conferences, meetings, and publication.
- VIII. Budget Summary
- IX. Budget Narrative
- X. References Cited



**Barnett Award  
Abstract Guidelines**

The abstract is a concise summary of the research study. The abstract should concisely describe the content and scope of the research study and identifies the research studies objectives, its methodology and its findings, conclusions, and intended results. It should state the main objective and rationale of your project. The abstract can be a maximum of 250 words.

## Barnett Grant Proposal - Budget Template

**Instructions: Fill in blanks below with necessary information. Justify requests on a separate sheet titled, "Budget Narrative." Save this spreadsheet under another name for your records.**

	<u>Quantity</u>	<u>Description</u>	<u>Unit cost</u>	<u>Total</u>
<b><u>Supplies and Materials:</u></b>				
1)			\$	-
2)			\$	-
3)			\$	-
4)			\$	-
5)			\$	-
6)			\$	-
7)			\$	-
8)			\$	-
9)			\$	-
10)			\$	-
11)			\$	-
12)			\$	-
13)			\$	-
14)			\$	-
15)			\$	-

<b><u>Travel to Research Site:</u></b>				
1)			\$	-
2)			\$	-
3)			\$	-
4)			\$	-
5)			\$	-

<b><u>Minor Equipment:</u></b>				
1)			\$	-
2)			\$	-
3)			\$	-
4)			\$	-
5)			\$	-

<b><u>Professional Services</u></b>				
1)			\$	-

2)				\$	-
3)				\$	-
4)				\$	-
5)				\$	-

**Publication**  
**Costs**

1)				\$	-
2)				\$	-

**Total Request**     \$     -

**Note: On separate worksheet titled, "Outside Sources", list sources, amounts and dates if applicants are receiving or applying for funds from other sources**