

GUIDE FOR WRITING A STUDENT-FACULTY COLLABORATIVE GRANT REPORT

I. Introduction

Student-Faculty Collaborative Grants are designed to support the scholarly activities of ETSU undergraduate students, specifically in terms of defraying all or part of the costs for undergraduates to engage in research, by providing funds to purchase supplies or for travel for research purposes. The Office of the Provost, the Office of Research & Sponsored Programs, and the Honors College are pleased to provide awards to support undergraduate research and creative activities. In return awardees are asked to provide a brief report shortly after the conclusion of the academic year (or the conclusion of the fall semester for winter graduates).

II. Elements of the Report

The report need not be lengthy. A few paragraphs will generally suffice.

The report should contain certain “boilerplate” items, including:

- Name of the awardee.
- Name of the faculty mentor and Department.
- Title of the project.
- Period of time in which the activity took place.

An example:

Awardee: Jane Doe
Faculty Mentor: John Smith
Department: Curiosity & Inquisitivism
Conference title: The Art of Michelangelo
Sponsor: Michelangelo Society
Dates: 00/00/00 to 00/01/00

The report should provide

- an overview of the project,
- a description of the results (if any),
- a description of ongoing work (if any),
- a description of any publications or presentations, or plans for such,
- a description of relevance and impact of your participation in the project for your studies and/or career goals (for example, how the experience has inspired, motivated, or assisted you).

Again, a few paragraphs will usually be adequate (in addition to the boilerplate items). Figures and tables can be included along with appropriate captions and/or description. The entire report should generally not exceed two pages of written text, using typical page margins and standard font size (11pt or 12pt); the actual length accounting for the written portion along with any figures, tables, and bibliography (as appropriate) should not exceed four pages. No more than two pages written; no more than an additional two pages for non-narrative items. If desired, a fifth page in the form of a title page (for the boilerplate items) is allowed.

III. Submission Process

Please submit the report as Word document or pdf attachment via email to

durca@etsu.edu

In the email the subject line should be, "Report for SFCG".

The body of the email message can be minimal, such as, "Please see the attached report regarding conference participation supported by a Travel Award," along with a valediction and your name.

Please direct questions to Richard Ignace, Director, by email to ignace@etsu.edu, or by phone at 423 439-6078.

- ◇ **MOTTO:** Pursue your passion.
 - ◇ **MISSION:** To promote and advance the sciences, humanities, and arts by engaging and supporting undergraduates in research.
 - ◇ **VISION:** To make undergraduate research an integral part of the university experience at ETSU.
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