

UNIVERSITY OF CHICAGO  
Committee on Evolutionary Biology  
1025 East 57<sup>th</sup> Street – Culver Hall 402  
Chicago, Illinois 60637

Office: 773.702.8940  
Fax: 773.702.4699

DATE: November 15, 2012

TO: Faculty and Students  
Evolutionary Biology

FROM: Michael Coates, Chair  
Committee on Evolutionary Biology

RE: FUNDS FOR STUDENT RESEARCH

Attached is an application for the Evolutionary Biology Graduate Student Research Fund Award administered by CEB to be awarded in January 2013. Please read the instructions thoroughly before completing the application form. Money from this fund is used to provide partial support for doctoral research and preliminary work related to the dissertation proposal. The primary source of money is provided by the Hinds Fund, which is available to all University of Chicago students who are studying problems in evolutionary biology, regardless of their academic unit. Award amounts vary in size, ranging from about \$500 to about \$2,300. No award has exceeded \$2,300 in the past six years.

Grant applications are reviewed and evaluated by the CEB Committee for Student Research Support, which serves in an advisory capacity to the Chair of CEB, who will notify students upon final award decision. Applications will be evaluated competitively on two occasions during the academic year 2012-13; once in the fall quarter, and once in the spring quarter. Only completed proposals submitted in .pdf or .doc format to Libby Eakin ([eakin@uchicago.edu](mailto:eakin@uchicago.edu)) by the submission date no later than 5:00 PM will be considered. The **submission deadline for the fall quarter is Friday, November 30, 2012 at 5:00 PM.**

**Submission deadline**

Autumn Quarter	Friday, November 30, 2012
Spring Quarter	TBD

**Approximate Notification date**

January 2013
TBD

In general, funds will be available for use immediately upon notification. Funds are available for *one year* only, following the date of award notification.

## APPLICATION GUIDELINES FOR CEB-ADMINISTERED RESEARCH FUNDS

The Committee for Student Research Support reviews applications with two goals in mind: determining ranking for funding and providing training in grant writing. Review will focus on:

- Appropriateness for evolutionary biology funding, as described in the proposal
- Quality of research
- Need for support
- Effort to obtain additional sources of support (especially for students beyond the first or second year)

Proposals will be critiqued as if they had been submitted to a national granting agency in order to help students develop their skills at writing competitive grant proposals. As early as possible, students should turn to other local and national granting agencies for additional support. When preparing a CEB research proposal, include the sections outlined below and address those issues that are appropriate for your project. Not every proposal will include every section.

### GENERAL GUIDELINES:

- All proposals should be clearly organized and presented in concise prose.
- Proposals should not exceed five single-spaced pages (approximately 2,500 words, not counting the bibliography). Up to two extra pages can be added to describe previous work.
- Proposals should be typed or printed in a font not smaller than Times-Roman 12pt type or the equivalent.
- A letter from your Advisor must accompany the application stating that s/he supports this request for research funding, but that s/he does not have research funds available to support this research. The letter must include the following words: *“This proposal meets the requirements outlined in the CEB research funds memo. The evolutionary focus of the project is clear, and the scope and aims of the research are well-considered. The funds requested are both necessary and reasonable for carrying out the work.”*
- The completed cover sheets (attached) are required of each application. Be sure to have your advisor or sponsor read your proposal and submit a letter of support of your application.

### COVER PAGES:

There are *two* cover pages. You must fill out the summary of prior and pending financial support to have your application reviewed. Include all the sources of research support you have received while at the University of Chicago (EvBio, Sigma Xi, NSF DDIG, etc.). Do NOT include your primary source of fellowship aid unless that source includes a research supplement, which should be listed. If funds are pending, write “pending” in the “Amount received” column. Put a “0” in that column if a proposal was rejected.

### INTRODUCTION:

State the general problem that you are addressing, relate it to other work in the field, and review any relevant literature. At the end of the introduction, you should state your objectives for the research in a clear, concise manner. If the project is not directly related to your dissertation research, you should describe your dissertation research in general and explain how the proposed project fits into your overall research program. *The evolutionary focus of your work should be made clear.*

### RESULTS OF PRELIMINARY WORK:

If this is a new project, state that clearly. If this is an ongoing project, then summarize the results of the study to date. This section is critical if you have already received support from the CEB.

### METHODS:

Provide a clear and detailed description of the research methods. Your goal here is to show the committee that your project is feasible and that you have a well-developed research plan. If the proposed project is a laboratory study, indicate the lab in which you will work, the equipment you will use, etc. If it is a field study, indicate as much and show that you have the appropriate approvals, permits, etc. Also include information on how you plan to analyze your data. Additionally, check if an IACUC protocol needs to be submitted for your project. (Institutional Animal Care and Use Committee)

**BUDGET:**

You should present your entire budget for the research and clearly indicate what expenses would be covered by CEB money. Keep in mind that, if you are awarded a Hinds fund, the CEB administrator will check your purchases and requests for funds to ensure that they are in accordance with your proposed budget. For this reason, please be sure that your budget is detailed and well thought-out.

The purpose of this award is to provide funds for student research. These funds may not be used for stipends, tuition, textbooks, journals, publication costs, membership to professional organizations, travel or registration to professional meetings, or dissertation preparation or reproduction.

Requests for funds to pay for fees incurred at the Field Museum's Pritzker Laboratory for Molecular Systematics and Evolution will be denied because CEB has other funding available to help its students offset these costs.

**BUDGET JUSTIFICATION:**

You must justify all of your expenses. When appropriate, indicate why less expensive alternatives will not suffice and what alternative sources you have investigated. Keep in mind that if you are given money for a specific item in one year it is not a justified expense to ask for money for the same item the next year unless the item was expendable.

**Additional Information:**

As demand for CEB funds increases, it is more and more difficult to meet every student's request. As a result, the Committee's review of proposals has increased its focus on the strengths of a proposal and the clarity with which students have described and justified their research and its evolutionary focus.

Under certain conditions, the Student Research Committee will return a proposal to an applicant and defer its decision, usually until resubmission the next quarter. Such conditions include:

- Poorly written proposals
- Proposals from students who have received CEB support previously and who did not summarize the data collected during the grant period.
- Proposals for work unrelated to a student's dissertation that is neither justified nor discussed in relation to the student's overall research program.
- Proposals lacking budget justification.

The support provided by the CEB is available for a period of 12 months from the date of written notification.

Non-expendable items purchased with money from CEB research funds remain the property of the Committee on Evolutionary Biology and should be returned to the Committee at the end of the award period. Your award letter will specify what items, if any, should be returned.

By written request, an extension of use might be granted for incomplete projects.

***As with federal and many other grants, a progress report must be submitted at the end of the award period. Delay or failure to submit the progress report will reduce your chances of receiving future awards from CEB.***

**APPLICATION FOR CEB RESEARCH FUNDS  
COVER SHEET**

APPLICATIONS WITH INCOMPLETE COVER SHEETS WILL NOT BE REVIEWED

Name: Quarter & Year:

Department: Date:

Office Phone: Cell Phone:

Home Address:

Email Address:

Student ID:

Title of Project:

Relationship of

Project to

Dissertation

Research:

Total Funds

Requested:

Term of Grant From:

To:

Prior CEB Grant Yes: Date:

No:

If yes, describe relationship of those funds to this project, and attach a summary of the results you obtained during the tenure of previous awards.

Date of Dissertation Proposal hearing (or projected date):

Name:

Date:

**APPLICATION FUNDING PAGE  
SOURCES OF FINANCIAL SUPPORT**

Please list all the grants and funds you have received for your research; include information on applications that are pending or that have been denied support.

Date of application	Organization (Source)	Amount Requested	Amount Received