

UNIVERSITY OF CHICAGO
Committee on Evolutionary Biology
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DATE: November 5, 2014

TO: Faculty and Students
Evolutionary Biology

FROM: Michael Coates, Chair
Committee on Evolutionary Biology

RE: HINDS FUND FOR STUDENT RESEARCH

Attached is an application for the Henry Hinds Fund for Graduate Student Research in Evolutionary Biology, administered by the Committee on Evolutionary Biology (CEB) and to be awarded in January 2015. Hinds funding is available to all University of Chicago students who are studying problems in evolutionary biology, regardless of their academic unit. This award provides partial support for doctoral research and preliminary work related to the dissertation proposal. Hinds funds are available to awardees for a period of one year from the date of written notification. Award amounts vary in size, ranging from about \$500 to about \$2,300. No award has exceeded \$2,300 in the past seven years. Please read the instructions thoroughly before completing the application form.

Grant applications are reviewed and evaluated by the CEB Hinds Committee, which is comprised of CEB faculty. Once the applications are reviewed, the Hinds Committee will send their recommendations to the Chair of CEB, who will notify students upon final award decision. There will be two rounds of Hinds funding during the academic year 2014-15; once in the fall quarter, and once in the spring quarter. Only completed proposals submitted in .pdf or .doc format sent to Libby Eakin (elain@uchicago.edu) by the submission date no later than 5:00 PM will be considered. **The submission deadline for the fall quarter is Friday, December 5, 2014 at 5:00 PM.**

Submission deadline

Autumn Quarter	Friday, December 6, 2013
Spring Quarter	TBD

Approximate Notification date

January 2014
TBD

APPLICATION GUIDELINES FOR HINDS FUNDING

The Hinds Committee reviews applications with two goals in mind: to determine ranking for funding and to provide training in grant writing. Review will focus on:

- How the research topic advances the field of evolutionary biology (this must be clearly articulated within the proposal)
- The quality of the research described in the proposal
- The need for monetary support
- The effort exerted to obtain additional sources of support (especially for students beyond the first or second year)

Your proposal for Hinds funding will be critiqued as if it had been submitted to a national granting agency in order to help you develop your skills at writing competitive grant proposals. As early as possible, you should turn to other local and national granting agencies for additional support.

Proposals can be no longer than five single-spaced pages, not counting the bibliography. Up to two extra pages can be added to describe previous work.

Do not use a font size smaller than Times-Roman 12pt type or the equivalent.

Margins, in all directions, must be at least an inch.

Include the sections outlined below and address those issues that are appropriate for your project.

Letter Of Recommendation:

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."* Letters of recommendation may be emailed separately to the CEB administrator or attached and submitted with your proposal.

Cover Pages:

There are *two* cover pages. In order to have your application reviewed, you must fill out the summary of prior and pending financial support. Include every source of research support to which you have applied while at the University of Chicago (Hinds, Sigma Xi, NSF DDIG, etc.). Do NOT include your primary source of fellowship aid unless that source also includes a research supplement. 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(s) 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 and 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. *Above all, 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. If you have previously received Hinds funding, you must summarize all of your Hinds-supported work regardless of whether these results have any relevance to your current proposal. If you are describing Hinds-supported work, divide this section into two sub-sections: one that describes the research funded by your previous Hinds award, and another for work that was not supported by Hinds, but that is important information for your current proposal.

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. Be sure to include information on how you plan to analyze your data. Additionally, check to see if an IACUC protocol (Institutional Animal Care and Use Committee) needs to be submitted for your project.

Budget:

You should present your entire budget for the research and clearly indicate what expenses would be covered with Hinds funding. Keep in mind that, if you receive a Hinds award, the CEB administrator will check your purchases and reimbursement requests 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.

In line with the award's purpose, you may only use Hinds funding to support your research. The Hinds award may not be used for other purposes including stipends, tuition, textbooks, journals, publication costs, membership to professional organizations, travel or registration to professional meetings, or dissertation preparation or reproduction.

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 that 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 Hinds Committee 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 Hinds 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.

Hinds awards are available to awardees for a period of 12 months from the date of written notification. By written request, an extension of use may be granted for incomplete projects.

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

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