

College of Agricultural Sciences

Undergraduate Student Research Proposal Form

Submit Research Proposal Form as a PDF by e-mail to:
Office for Undergraduate Education at AgUgradResearch@psu.edu

****Proposal form must be typed. Handwritten forms will be rejected.****

Student Name:	Student ID #:
Student E-mail:	Major:

Are you an international student? Yes No

Research Project Title:

Faculty Research Adviser:	Host Department:
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Amount Requested from the College (\$2,500 maximum): <i>(Will automatically populate from the budget form)</i>	
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Fixed Unit Contribution (not in-kind):	
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TOTAL REQUEST:	
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IMPORTANT TERMS AND AGREEMENT FOR STUDENT AND FACULTY RESEARCH ADVISER: By our signatures below, we attest that this proposal as written is an original student developed work and does not contain in-whole or in-part sections of written material from previously submitted grants, reviews, or published material that would constitute plagiarism. We also understand that failure to appropriately utilize the funds within the semester awarded or significant deviation from the commitments of the proposal could result in the retraction of awarded funds.

STUDENT <u>SIGNATURE</u> (genuine e-signature accepted):	Date:
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FACULTY RESEARCH ADVISER <u>SIGNATURE</u> (genuine e-signature accepted):	Date:
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Department Head Signature: By my signature below, I understand that my unit will contribute \$500 toward the proposed budget, and that my unit will administer the hiring of the awarded student in accordance with all HR policies and procedures.

DEPARTMENT HEAD <u>SIGNATURE</u> (genuine e-signature accepted):	Date:
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College of Agricultural Sciences

Undergraduate Student Research Proposal Form

PLEASE PROVIDE AN ANSWER FOR EACH QUESTION BELOW.

1. INTRODUCTION AND BACKGROUND INFORMATION (Maximum 300 words)

College of Agricultural Sciences

Undergraduate Student Research Proposal Form

2. PROJECT OBJECTIVES (Maximum 100 words)

3. SIGNIFICANCE OF THE PROJECT (Maximum 100 words)

College of Agricultural Sciences

Undergraduate Student Research Proposal Form

4. DESCRIBE YOUR SPECIFIC ROLE IN THIS PROJECT (Maximum 100 words)

5. PROJECT TIMELINE (Maximum 100 words) – *Include any necessary approval processes, training, and the primary tasks of the project. Please detail anticipated dates of completion.*

6. WORK LOCATION (Maximum 100 words)

Will any of your work for this project take place outside of Pennsylvania? Yes No
If yes, where and for how long?

College of Agricultural Sciences

Undergraduate Student Research Proposal Form

7. MATERIALS AND METHODS (Maximum 300 words)

College of Agricultural Sciences

Undergraduate Student Research Proposal Form

8. HOW DATA OR RESULTS WILL BE ANALYZED AND USED (Maximum 100 words)

9. LITERATURE CITED (Limited to 3 references)

College of Agricultural Sciences

Undergraduate Student Research Proposal Form

10. **PERSONAL STATEMENT** (Maximum 300 words) – *Please provide a personal statement as it relates to your proposed undergraduate research project. The statement may include but is not limited to: your interest and enthusiasm for the research topic; any special connections to the research that fuel your interest; items that make your research unique; personal characteristics or credentials that make you a strong candidate for the award; your professional goals and how this award could support those goals; etc.*

UNDERGRADUATE RESEARCH PROPOSAL BUDGET FORM

Student Name:

Research Project Title:

Hours and Wages

Please refer to Human Resources for the appropriate wage and fringe rate. It is the responsibility of the host department/Faculty Research Adviser to work with the College of Ag Sciences HR office to establish wage employment for the student, set wage rates, and initiate payment.

To ensure that you are able to spend all of your funds within the semester they are awarded, please be sure to forecast your wage hours as accurately as possible.

Estimated Number of Hours	Wage Rate

**Please be aware the fringe rate will be automatically calculated based on the student's course load within the semester they are completing their research. Visit <https://researchsupport.psu.edu/osp/prepare-proposals/develop-budget/fringe-benefits-and-fa-costs/> for additional information.*

Wages Subtotal _____

Fringe Estimate (2025/2026 = .3%*) _____

Wages and Fringe Total _____

Wage employees who work 750 hours in a calendar year will convert to the wage fringe rate. Visit <https://hr.psu.edu/current-employee/benefits/retirement> for additional information.

Supplies and Materials

	Cost

(This total should not exceed \$500)

Supplies Subtotal _____

TOTAL REQUEST (Not to exceed \$3,000) _____

Unit Contribution _____

Requested Amount from the College (Not to exceed \$2,500) _____