



Office of the Vice President for Research

REQUEST FOR PROPOSALS: Graduate Student Creative Discovery & Research Awards Fall 2025

(Deadline for Applications: March 7, 2025)

President Smith has announced the availability of funds from his office to support a pilot program for graduate student research support. This program provides graduate students with an opportunity to **pursue original creative work, scholarship, or research**, under the mentorship of a full-time faculty member. The awards **provide \$1,750 to be paid directly to the student** for use as a student stipend, travel, and/or supplies/materials for Fall 2025. A **\$750 stipend is provided for the participating faculty mentor** for Fall 2025.

ELIGIBILITY REQUIREMENTS

- Applicants must be degree-seeking graduate students with a minimum GPA of 3.3.
- Applicants must be enrolled at Marshall University for at least 1 hour during Fall 2025 and be eligible for campus employment.
- Students must be pursuing a MA, MS, DBA, EdS, EdD, or other non-PhD graduate degree and priority will be given to those not otherwise supported by external funds.
- The research funded by this program must directly contribute to degree completion.
- Applicants must have a letter of support and sponsorship from a full-time faculty member who is on your committee and will act as mentor for the project (so communicate with your mentor for this early in the process).

PROGRAM CHARACTERISTICS- The student's project can involve research, design, development, field study, creative work, or performance. The project should require a minimum total commitment of 150 hours of the student's time (i.e., 10 hours per week) over the semester. The project should be structured so that the student can produce creative or scholarly output (e.g., a presentation, publication, exhibit, or performance) at the end of the award period.

An important aspect of this program is the engagement of a faculty mentor to oversee the student's effort. After agreeing on a particular project, the faculty member assists the student in writing and submitting a proposal, supervises the student's scholarly activity, and oversees the final report.

DUE DATE- Complete applications must be received by 5:00 p.m. on March 7, 2025. Please upload your application directly to the link at <https://marshall.infoready4.com/>. The letter of support is also due by March 7th. As soon as you have spoken to your advisor about this project, please start the application process as the application portal (InfoReady) will send the letter request directly.

REVIEW OF APPLICATIONS- The Creative Works and Scholarly Activities Committee (CWSA), chartered by the Provost, chaired by the AVP for Research Development, and composed of a representative from each college, will review the proposals as prioritized by the originating colleges and select the projects that will be funded under this program.

ANNOUNCEMENT OF AWARDS- April 25, 2025 - we anticipate funding 5 awards

APPLICATION REQUIREMENTS & FORMATTING

The project proposal should be five single-spaced pages (not including references which should be included in a separate appendix). The budget, appendices, and attachments are not included in the length restriction. A letter of support from the faculty mentor is to be submitted separately from the student application. Mentors may provide editorial and revision assistance for student proposals, but they must be primarily the work of the

applicants.

The following format should be followed:

1. Applicant and Mentor Information The title of the project, the student's name, 901#, email address, and academic program, and year in their program should be provided along with the name, department, and email address of the faculty mentor. Also include any other scholarships or grant support of your graduate studies (include funding institution, amount, purpose; this should include GA, TA, or other internal/external funding).

2. Project Description & Importance. This section should consist of a clear layperson's description of the project and its importance. Since proposals will be reviewed by faculty with subject matter expertise but not necessarily with direct involvement in the student's proposed area of study, careful consideration should be given to giving a concise description of the "what" and "so what" of the proposal. Also include how this project will contribute to your degree, degree completion, and career goals.

3. Methodology. Provide a description of how the scholarly/research topic is to be investigated or the creative activity is to be conducted. What steps are involved? What sources and resources will be used?

4. Independence of the Project. Describe the independent contribution you will make to the research, creative work, or scholarship.

5. Outcomes. Provide a description of the anticipated outcomes associated with the project, e.g., a conference presentation, report, journal article, exhibition, performance, or grant submission.

6. Appendices, Attachments. If appropriate, the student should include references, copies of research materials such as questionnaires to be used, and any other forms as appropriate. Include a short paragraph describing how the project funds will be used (can include student stipend, travel, or supplies/materials) Please upload your application directly to the link at <https://marshall.infoready4.com/>.

7. Faculty Mentor's Letter of Support. Please upload your application directly to the link at <https://marshall.infoready4.com/> (the faculty will be sent a link by InfoReady). This letter should be less than 2 pages and include:

- The mentor's assessment of the feasibility, originality, and significance of the project.
- The mentor's assessment of the student's ability to conduct the proposed work.
- The time the mentor will make available to work with the student.
- A summary of the mentor's involvement in the project. For example, the mentor might help plan the project, assist the student with the proposal, advise along the way in the project's execution and in development of the deliverable.

COLLEGE COMMITTEE EVALUATION CRITERIA

- Creative or Scientific Significance- 30 points
- Creative or Scientific Originality- 30 points
- Clarity of the Proposal and Methodology-15 points
- Likelihood of the proposed work being accomplished in the time described- 15 points
- Likelihood this research directly contribute to degree completion – 10 points

Top applications from the colleges are then evaluated by the University-wide CWSA review committee based on the college recommendations and will include considerations of the clarity of the applications to a non-expert in the discipline.

REPORTING REQUIREMENTS

Successful applicants will be required to submit a no-more-than five-page report describing their accomplishments by Dec 19, 2025 to your Dean and MURC at <https://marshall.infoready4.com/>.