

## **Josie and Geoff Fox Environmental Biology Undergraduate Research and Travel Grants**

The Josie and Geoff Fox Fund supports' the expenses of research and travel to professional meetings for undergraduate Biology students studying some aspect of environmental biology.

### Travel Fund Grants

1. Supports registration and lodging expenses incurred while attending a professional field biology/Ecology or related meeting. Students are eligible to receive **one** travel award for attendance. If student is presenting, past student Fox grant awardees are eligible to receive up to **three** travel awards. Students are also encouraged to apply for BSU's ASPIRE Travel Grant.
2. Applications up to \$250 will be considered. The total amount awarded will depend on the number of qualified applicants.
3. Complete the attached travel expense request form and send as a Word document to [ctreigle@bsu.edu](mailto:ctreigle@bsu.edu).
4. Students receiving awards must complete travel authorization through the Department of Biology prior to attending meeting. Students are expected to document their travel including taking pictures of themselves at the meeting and documenting which sessions/talks were attended.
5. After return from meeting and prior to reimbursement, students must complete the attached professional travel report form.

### Research Grants (see Josie & Geoff Fox Research Grant Proposal Guidelines)

1. Supports travel, minor sampling equipment/expendable supplies for research projects with a significant field component.
2. Proposals up to \$500 will be considered. The total amount awarded will depend on the number and quality of proposals.
3. Group projects are encouraged and up to \$1,000 will be awarded.
4. Students may apply for more than one Fox student research grant but priority will be given to those students who have not received Fox grant funding.
5. Work with your faculty mentor to complete the attached research proposal guide and send as a Word document, along with your detailed research proposal to [ctreigle@bsu.edu](mailto:ctreigle@bsu.edu).
6. After completion of your research project, a report in scientific paper format must be submitted to your faculty mentor and as a Word document to [ctreigle@bsu.edu](mailto:ctreigle@bsu.edu)

Jose and Geoff Fox Fund  
Travel Expense Request Form

Name

Major

Concentration

YEAR Freshman\_\_\_\_\_ Sophomore \_\_\_\_\_ Junior\_\_\_\_\_ Senior\_\_\_\_\_

Professional Meeting

Location

Dates

Goals and expectations

If presenting

Attach abstract and e-mail communication indicating acceptance of abstract

Jose and Geoff Fox Fund

Professional Travel Report Form

Name

Professional Meeting Attended

Location

Dates

Sessions attended

Describe your most memorable experiences while attending the meeting (1 paragraph)

Describe the impacts that these meeting will have on your professional career (1 paragraph)

Three photographs taken at the conference showing your participation.

For Presentations

Copy of abstract plus front and back cover of conference program

# **Josie and Geoff Fox Environmental Biology Undergraduate Research Grant Guidelines**

## Summary

The Josie and Geoff Fox Environmental Biology Undergraduate Research Grant awards funds for research projects with a significant field component. The Fox Undergraduate Research Grant will provide an undergraduate student with up to \$500 to purchase supplies and/or support for travel to field research sites for data collection. Group projects are also encouraged with up to \$1,000 to support similar expenses as individual projects. Priority will be given to undergraduates or groups that have not received prior funding from the Fox Grant. The deadline for submission of research proposals is 5 pm on the 1<sup>st</sup> of each month. Applications will be reviewed and applicants will be notified within 30 days of submission deadline.

## Eligibility

To be considered for funding, the student or group must be undergraduates in the Department of Biology at Ball State University. The research proposal must focus on environmental research with a significant field component, and the student must have a faculty mentor who is willing to guide/oversee the research.

## Application Procedure

Proposals should be submitted electronically. Each eligible proposal will contain the following:

A cover page giving the proposal title; amount requested; name of student or group, and research supervisor. For each student include the concentration and year (e.g., Sophomore)

An abstract of no more than 300 words.

A narrative of no more than three pages. The narrative will include a) description of the problem or research question(s) to be studied and justification of the need that your research is intended to address, b) a brief review of supporting literature, c) methodology, d) the student's qualifications, e) availability of additional financial support, facilities, equipment and e) a timetable for completion of research and an explanation of how measurable results will be reported.

References cited section (not part of the three-page limit)

A detailed budget (not part of the three-page limit). The budget may include supplies; travel; room and board at study sites; and equipment costs. Funds will not be awarded for salaries; administrative costs; or for purchase of computers.

A letter of support from the student's primary research supervisor.

Expected products from the work. Describe what products are expected to be produced from this research. These may include publication of manuscript, internal report to research advisor. Or other physical products from the research.

Proposals should be submitted via email to:

Chay Reigle  
Multimedia Coordinator and Secretary  
[ctreigle@bsu.edu](mailto:ctreigle@bsu.edu)  
765-285-8822