**\*Personal Statement**

* This one-page narrative is designed to give reviewers a picture of you as an individual and about your trajectory and future plans. Concentrate on how your background has influenced your development and how that relates to the VURF. This should not be a reiteration of your resume or elaboration of the Research Proposal. Why is this research important to you, academically, personally, or professionally?
* Format: single-spaced, 12-point Times New Roman font, 1-inch margins, PDF or Word Document file format only.
* **\*File Input:**

**\*Research Proposal**

* This two-page document outlines the Who/What/When/Where/Why/How of your proposal for your Villanova Undergraduate Research Fellowship project. Developing a strong, feasible, and compelling project is the most important aspect of a successful grant proposal.
* Key points include **a description of the proposed project, methods, final product, and anticipated timeline or schedule.** Students may also consider addressing the following points: **background information, feasibility, broader impacts, significance, and how this project fits into the student's overall goals or trajectory.**
* Applicants might consider using the following sections as a way of organizing their proposal: *Introduction, Background, Methods/Timeline, Feasibility, Broader Impacts, and Trajectory/Future Goals.*
* All project proposals must include their intended results and the venue within which the completed scholarship will be disseminated.
* A maximum of two pages of text will be accepted. A third page may be used for figures. Do not include citations in the Research Proposal. Upload citations separately in the "Bibliography for the Research Proposal" section below.
* Format: single-spaced, 12-point Times New Roman font, 1-inch margins, PDF or Word Document file format only.

**\*Budget**

* Provide a budget for anticipated costs. Include any additional funding sources or amounts associated with your proposed research project.
* You may request supplemental funding for supplies and equipment related to the proposed research; in recent years, this supplemental funding has been limited to $500 per student to accommodate as many students as possible. If you propose a project for which funds in excess of $500 are required for equipment or supplies, then you must account for or indicate the source of additional funds; you must demonstrate that the proposal is feasible.
* Do not include conference travel in your budget. [CRF Conference Travel Grants](https://www1.villanova.edu/villanova/provost/crf/undergraduate-research/vurf-travel-grant.html) are available to all undergraduate researchers and require a separate application once students have confirmation that they will present at a conference.
* [CRF Research and Travel Grants](https://www1.villanova.edu/villanova/provost/crf/undergraduate-research/vurf-travel-grant.html) are not intended to supplement VURF grants (i.e., travel for fieldwork). Such requests will be assessed on a case-by-case and limited basis.
* The budget document should consist of a table of the budget information with brief justification. A budget justification must accompany each expense item and include: *Item, Quantity, Cost, Justification, Total.*
  + **Materials and Supplies** – Itemize materials and supplies by nature of expense. Provide the basis for cost estimates or computations (e.g., vendor quotes, prior purchase of similar or like items, etc.)
  + **Other** – (Subscriptions, access to archives, etc.
* Format: Excel, PDF or Word Document file format only.

Please note that the stipend amount will be $3500. This amount is taxable. The Faculty Review Committee reserves the right to set limits on supplementary project costs.