



## **MELLON GRANT PROPOSAL CHECKLIST and COVER SHEET**

The committee expects each proposal to contain the following information.  
Incomplete proposals will not be considered. Please email proposals to [Katie.t.colleran@dartmouth.edu](mailto:Katie.t.colleran@dartmouth.edu)

Student Name \_\_\_\_\_ Class \_\_\_\_\_

Title of Project \_\_\_\_\_

Date Submitted \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

Dates of Project \_\_\_\_\_

Total BUDGET \_\_\_\_\_

Support Requested from **MELLON GRANT**    \$1,000    (\$1,000. Maximum)

Other Support Requested \$ \_\_\_\_\_ from \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_

Proposal Checklist:

☐ **Abstract (150 words or less)**

☐ **Proposal**

☐ **Detailed Budget**

## **\_\_Advisor's Letter of Support**

Advisor should send letter of support directly to Katie Colleran, [katie.t.colleran@dartmouth.edu](mailto:katie.t.colleran@dartmouth.edu)

**The Mellon Grant: funding for student-initiated undergraduate research experiences in various fields relating to environmental and natural resource topics.**

In preparing your proposal:

1. The proposal should contain
  - a. this checklist and cover sheet
  - b. an abstract
  - c. the proposal itself
  - d. detailed budget
2. It is well to keep in mind that the Mellon Grants are intended to support student initiated research projects with a sponsoring faculty member. There are a wide range of combinations of student initiatives and faculty direction which fall within this guideline, but student internships and pure laboratory assistant positions are ruled out.
3. The proposal should normally not exceed three or four pages, plus possible appendices. Be ready to state as clearly as you can at this time exactly what you hope to accomplish, and be as specific as you can in describing how you will go about it. Include a timetable when possible. Research seldom goes exactly on schedule, but it is important to have a target, even if it moves. Remember the committee will be trying to evaluate the feasibility of your project in terms of the problem itself, your background and ability, the time available, and the resources available.

Be sure to include relevant background material including pertinent literature sources. If there is extensive background material or supporting documents, these may be included as appendices.

4. Your budget should be itemized to include items such as travel, research expenses, room and board. At the present time we are using guidelines of \$300/month for rent and \$15.00/day for food, but special circumstances will be considered. Costs not covered by this grant include laboratory analysis and payment for work done by hired technicians or assistants. durable equipment purchased through the grant is expected to become the property of your sponsoring department ( providing a source of equipment for future student research).