As of July 1, 2013, the Office of University Graduate Studies offers two types of RSEL grants. They are:

**RSEL Full Grant Proposals**: These proposals are solicited twice per academic year. Full grants require a full proposal including application form, budget and justification, and a letter of support from the student’s mentor. Full grants can provide up to $2200 in funding. An individual student may receive only one Full RSEL Grant, but this does not preclude him or her from applying for a Mini-Grant. The total funding (full grant and mini-grant) for an individual student during their graduate career may not exceed $2200. ([Details on full grants in Section III](#))

**RSEL Mini-Grant Proposals**: These proposals can be submitted at any time. Mini-grants require the mini-grant application form, budget and justification, and a letter of assurance from the student’s mentor. Mini-grants can provide up to $500 in funding. An individual student may receive only one RSEL Mini-Grant, but this does not preclude him or her from applying for a Full Grant. The total funding (full grant and mini-grant) for an individual student may not exceed $2200. ([Details on mini-grants in Section IV](#))

**Application Dates**:

RSEL Full Proposals are due as an attachment (PDF) via email (gradstudies@uwlax.edu) in the Office of University Graduate Studies, 235 Graff Main Hall (Note: Departmental and Program deadlines may be earlier)

<table>
<thead>
<tr>
<th>Fall Semester:</th>
<th>Second Friday of October at 4:00 PM</th>
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<tbody>
<tr>
<td>Spring Semester:</td>
<td>Second Friday of February at 4:00 PM</td>
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<tr>
<td>Notification of Awards:</td>
<td>Around mid-December/mid-April</td>
</tr>
<tr>
<td>Availability of Funds:</td>
<td>Around January 15 for Fall&lt;br&gt;Around May 15 for Spring</td>
</tr>
<tr>
<td>Final Report Due:</td>
<td>Two weeks prior to graduation, or within 30 days of project completion</td>
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</table>

Mini-Grants can be applied for at any time by filling out the Mini-grant application and sending it as an attachment (one continuous Word or PDF) via email (gradstudies@uwlax.edu) in the Office of University Graduate Studies, 235 Graff Main Hall.

**I. GENERAL INFORMATION**

**The Graduate Student Research, Service, and Educational Leadership Grant Program**: The University of Wisconsin-La Crosse provides funding on a competitive basis to support graduate student research, service, and educational leadership (RSEL) projects. Full- and part-time graduate students who are enrolled in a graduate degree program are eligible and are encouraged to apply for grants. Special, non-degree graduate students are not eligible for this program. Students must be registered for a minimum of one graduate credit during the term (summer or semester) following the semester of the grant award.

If your proposal is not funded during one funding cycle, it may be resubmitted for a subsequent funding cycle. The Graduate Council equally welcomes single or multidisciplinary proposals, and multiple student investigators may submit a single proposal and work collaboratively on one research, service, or educational leadership project. Funding for the RSEL Grant Program comes from the following sources: UWL Academic Initiative, and Office of University Graduate Studies.
RESEARCH DEFINITION: For the purposes of this grant program, the Graduate Council defines the term “research” as any original, investigative, or other type of scholarly activity. As such, the proposed work may include a variety of original and creative efforts directed toward the advancement of knowledge and understanding within any academic discipline. The Council recognizes that methods of inquiry vary among disciplines. Methodologies used in the basic and applied sciences, for example, will likely differ from those in education. Nonetheless, all proposed projects must meet the following criteria: (1) demonstrate a degree of originality and independence on the part of the student(s), (2) clearly stated research goals, (3) a realistic methodology that appropriately addresses the goals, (4) a clear and reasonable timeline, and (5) results or products with potential for publication, presentation, and/or dissemination through other acceptable means of professional communication or expression.

SERVICE DEFINITION: For the purposes of this grant program, the Graduate Council defines the term “service” as any original project that directly serves the local, regional, national, or international community through the application of a student’s professional knowledge and expertise to a real world problem or issue. The intent of this part of the grant program is to recognize that some graduate students may undertake major projects that directly benefit governmental and/or non-governmental organizations, but are not “research” as defined above. The rigor of service projects should be comparable to that of research projects and must meet the same standards in that they (1) demonstrate a degree of originality and independence on the part of the student(s), (2) have clearly stated goals, (3) follow a realistic methodology that appropriately addresses the goals, (4) adhere to a clear and reasonable timeline, and (5) produce results or products that not only benefit a service agency, but also have potential for publication, presentation, and/or dissemination through other acceptable means of professional communication or expression.

EDUCATIONAL LEADERSHIP DEFINITION: For the purposes of this grant program, the Graduate Council defines “educational leadership” as any activity that enhances or improves the practice within one’s academic discipline. The intent of this part of the grant program is to recognize that some graduate students may seek experiences that directly improves their practice within their given field or improves current practice (e.g. action research, district initiative, advanced certification), but that are not part of any research project and are not service related. These projects may be designed to enhance licensed school personnel ongoing development of educational leadership within a particular district and/or school. Like the research and service projects, educational leadership projects must meet certain criteria as follows: (1) demonstrate a degree of originality in that the activity is not normally attended by the student, (2) have clearly stated goals, (3) a methodology and/or action plan that appropriately addresses the goals, (4) a clear and reasonable timeline, and (5) produce results or products that directly benefit one’s educational practice and also have potential for publication, presentation, and/or dissemination through other acceptable means of professional communication or expression.

Educational leadership opportunities must fall into the category of Diversity, International, or Professional Development as defined below.

DIVERSITY: The intent of this part of the grant program is to recognize that some graduate students may benefit from an experience in a more diverse environment than the one in which they are currently studying/working. This experience should directly relate to the degree program of study currently being sought through UW-L.

INTERNATIONAL: The intent of this part of the grant program is to recognize that some graduate students may benefit from an international experience. This experience should directly relate to the degree program of study currently being sought through UW-L.

PROFESSIONAL DEVELOPMENT: The intent of this part of the grant program is to recognize that some graduate students enrolled in a program of study at UW-L may benefit from attending a conference, workshop, training program, or other relevant professional activity. In order to receive funding, students must clearly show that participation in the activity is directly related to and supportive of their culminating or capstone project(s).
ELIGLE EXPENSES
There are basically two kinds of expenses that RSEL grants fund, 1) actual costs for conducting the project (equipment, consumables, etc...) and/or 2) travel to present the results at a conference. RSEL grants do not fund student stipends.

Details on Travel Expenses: Students travelling to present their thesis or capstone project results as a first author at a regional or national meeting, or travelling in support of professional development for Education Leadership can request up to $500 for travel costs. Students may request this as part of a full proposal or as a Mini-Grant. Support for travel through RSEL does not prevent students from applying for additional funding from other sources. For example, there are also Graduate Student Professional Travel Funds available to students wishing to attend professional conferences and/or present their scholarly work. Please contact the Office of Graduate Studies (608-785-8124; gradstudies@uwlnx.edu) or go to the grants and assistantships website for more details.

Restrictions: Students must be in good academic standing to receive funding and may receive only one RSEL grant (individually or as a collaborator on a project with multiple investigators) per graduate degree. Funding from this source will not be available for any work already completed. Failure on the part of applicants to precisely follow Section II (Application Procedures) and either Section III or IV (Proposal Writing Guidelines) of this document will result in automatic disqualification of the proposal.

Compliance with Regulations: Applicants must be aware of the regulations to which the University must comply. Among the most important to consider are compliance with regulations for responsible conduct of research, protection of human subjects, animal care, and use of hazardous biological and chemical materials. Information on these policies may be obtained from the Office of Research, and Sponsored Programs Activities, 235 Graff Main Hall (608-785-8007 or grants@uwlnx.edu) or the Research and Sponsored Programs website.

Funding Maximum: A maximum of $2,200 (subject to budgetary restraints) may be requested by a student during his/her status as a graduate student at UW-L (see Section III B, Project Budget Summary). Students who have received a mini-grant may still receive a full grant, although the total of the two grants must not exceed $2,200. Funds will be made available only following notification of the awards, and project activities may begin only at that time (if compliance with regulations, where applicable, has been met).

Final Report: Grant recipients are required to present at the Annual Celebration of Student Research & Creativity and submit a Final Report as described in Section IV of this document. The report is a requirement for graduation and must be submitted to the Office of University Graduate Studies two (2) weeks prior to graduation or within 30 days of project completion. A copy of the report should also be provided to the Department Chair or Program Director. Recipients may also be asked to participate with the Graduate Council the year following their award to assist in the review of new applications.

II. GENERAL APPLICATION PROCEDURES

Step 1. Identify a research, service, or educational leadership project of interest to you. Select a UW-L graduate faculty advisor with interests similar to yours and discuss project possibilities with him or her. Then, work with the graduate faculty advisor to plan and design your project.

Step 2. Write a draft of your proposal narrative that closely follows the guidelines of this document (see Section III D, Narrative). After your graduate faculty advisor has reviewed your proposal narrative, revise it as a “final draft” and design a budget to fund a maximum of $2,200 of expenses required for your project (see Section III B, Project Budget Summary). Ask your project advisor to write a detailed letter in support of your proposed project (see Section III C, Letter of Support).

If your budget requirements do not exceed $500, you can instead apply for a Mini Grant (see Section IV). This will require a shorter narrative, but still requires review by your graduate faculty advisor.

Step 3. You, your Graduate Faculty Advisor, and the Department Chair or Graduate Program Director must sign the cover page (Attachment A) of your proposal. (Please note: This does not guarantee funding.)
Step 4. You are responsible for collating and scanning the whole proposal (including signature page, narrative, budget, faculty letter of support) and submit it by email as one continuous Word or PDF attachment to gradstudies@uwlaus.edu on or before the application deadline.

Step 5. Applicants will be notified in writing by the Office of Graduate Studies of the funding decisions upon completion of the review process. A copy of the notification will also be sent to the Department Chair or Program Director. If approved, the funds are generally transferred to the academic department and the students make arrangements to use these funds through individual department offices. The proposal becomes the University’s permanent file copy and serves as a contract between you and the University, indicating that you will fulfill your obligations as outlined in this document.

Step 6. The final report is a graduation requirement. This report must be signed by the Graduate Faculty Advisor and sent to the Department Chair or Graduate Program Director and the Office of University Graduate studies.

III. FULL GRANT PROPOSAL WRITING GUIDELINES

Proposals are evaluated for potential, significance, suitability and merit. There is no guarantee of funding, and applications that are missing parts or are poorly written are not likely to be funded. The proposal must consist of the following sections and must be assembled in the following order:

A. Attachment A: Cover Sheet

1. Title of Research, Service, or Educational Leadership Project (Self Explanatory)

2. Applicant Information -- If the proposal has multiple applicants, supply complete information on all applicants, on a separate sheet.

3. Graduate Faculty Advisor Information (Self Explanatory)

4. Synopsis of Proposed Project -- Be clear, concise, and specific. Avoid jargon and undefined abbreviations. Do not exceed the space provided (10-point minimum font size) and do not submit additional information.

5. Grant Period -- Include expected project starting and completion dates. The earliest starting date for projects submitted in October and February are January 1 and June 1 respectively.

6. Amount Requested -- Enter the total amount of funding requested on Budget Summary sheet (not to exceed $2,200). This must match your budget page.

7. Compliance with Regulations -- Please note that Responsible Conduct of Research (RCR) is required of all RSEL grant recipients which can be completed on line even before submitting the proposal by following the link given below. Research grants funds will not be made available until RCR is completed. If you are funded, your research project must not commence without obtaining necessary approval, as necessary, to insure compliance with other regulations listed below:

- Responsible Conduct of Research Program
- Human Subjects’ Compliance (IRB) – Institutional Review Board for the Protection of Human Subjects
- Animal Care (IACUC) Institutional Animal Care and Use Committee
- Chemical & Physical Safety
- Bio-Safety
- Scientific Misconduct
- Other Compliances/Policies
If you have any further questions, consult Graduate Studies Director Steve Simpson in the Office of Sponsored Research, Scholarly and Creative Activities, 220 Morris Hall (608-785-8007; ssimpson@uwlnx.edu) or visit the Research and Sponsored Programs website.

8. Signatures – It is your responsibility (1) to obtain signatures of your Graduate Faculty Advisor and appropriate Department Chair or Program Director, and (2) to scan it with the proposal (prior to sending it electronically) to the Office of Graduate Studies, 235 Graff Main Hall by the due date. The rest of the review and approval process is completed without further action by the student.

B. Attachment B: Project Budget Summary Sheet

A maximum of $2,200 may be requested for each project. The funds requested can be used for supplies, travel, and other expenses required completing the project. Funds cannot be used for student wages.

An itemized budget request must accompany each proposal (the Project Budget Summary sheet). It is very important that applicants carefully assess their needs and request funds accordingly. Applicants must relate budget items with materials or expenses discussed in the proposal narrative, (e.g., if travel funds are requested, the narrative should explain why the travel is necessary for completion of the project). Any non-consumable supplies (such as software, books etc.) become the property of the academic department at the end of the project. Note: applicants should not include broad categories such as “miscellaneous” or “other” without proper description and justification— they will not be considered for funding and may influence the evaluation of the proposal. Budget entries should be rounded to the nearest dollar. The Graduate Council reserves the right to adjust budgets.

Students may request travel support to present their thesis or capstone project at a National or Regional meeting. Travel support of this kind may not exceed $500, but may be supplemented by other Travel Grants. Students must justify this expense in their budget.

IMPORTANT! Fall Proposals
Each June, all grants are swept (removed from the departmental budgets), so it is assumed that funding awarded fall semester will be 100% spent by early June. If a student knows that he/she needs her funding to extend into the following fiscal year (starting July 1), that student must make special arrangements with the Office of Graduate Studies to split the grant into two separate smaller grants.

IMPORTANT! Spring Proposals
Students who receive an RSEL grant spring semester need to divide their budget into two separate fiscal years. On the budget sheet AND in the budget narrative, they must stipulate how much of the grant will be spent before mid-June and how much will be spent after July 1. If a grant is given, a student will actually receive two separate grants. One will be made immediately available and must be spent by early June. The other will be made available after July 1 and be available until the following June. Money in the first grant that is not spent by early June will be lost to the student, as RSEL grants are swept away (i.e., are zeroed out for accounting reasons).

If requesting travel funds for any other purpose, the applicant must provide a strong and persuasive argument that the RSEL project could not be completed without the requested travel funds and it was not fundable under the Professional Travel grant category. Furthermore, if the funds are requested for overseas travel, the applicant should provide evidence that she or he has consulted with the Office of International Education about UW-L insurance and other requirements for official overseas travel. Within the overall applicable upper limits of RSEL grants, the request for travel expenses (e.g., transportation, meals, lodging, and registration) should be limited to no more than $800 for domestic travel and no more than $1400 for international travel.

If requesting travel funds for any other purpose, the applicant must provide a strong and persuasive argument that the RSEL project could not be completed without the requested travel funds and it was not
fundable under the Professional Travel grant category. Furthermore, if the funds are requested for overseas travel, the applicant should provide evidence that she or he has consulted with the Office of International Education about UW-L insurance and other requirements for official overseas travel. Within the overall applicable upper limits of RSEL grants, the request for travel expenses (e.g., transportation, meals, lodging, and registration) should be limited to no more than $800 for domestic travel and no more than $1400 for international travel.

C1. **Letter of Support** (not to exceed two pages) -- The applicant should arrange to have his/her Graduate Faculty Advisor write a **detailed** letter of support to the Graduate Council. This letter is included as part of the proposal. The letter should include the following: (1) the abilities of the student investigator to succeed in the project; (2) a clear explanation of how the student will act as an independent investigator in the project, including a description of the role of the student in conducting all phases of the project; (3) a statement of what facilities and equipment will be available to the student and when equipment purchases are requested, the statement should address why the department is unable to provide the equipment; (4) a statement justifying the proposed budget and/or where additional funds beyond those requested would be available (5) a statement of how the advisor intends to serve in the role of mentor; (6) an estimate of the time required by the student to complete the proposed work; and (7) possible scholarly products anticipated as a result of the project. This letter serves a very important purpose for the Graduate Council Review Committee (who are not necessarily experts in the field of study) reviewing the proposal. The statement should convey any pertinent, critical information and speak directly to the study. “Boiler plate” letters of support are not sufficient and may result in a reduction or denial of funding. The signed letter of support must be **scanned** with the grant application.

C2. **If requesting curricular materials**, a letter of support from the school district is required. The applicant must submit a detailed letter from her/his school district if requesting curricular materials needed to complete and implement action research in their classroom. This letter is **scanned** as part of the proposal. The letter should include the following: (1) permission for the graduate student to utilize the curricular materials in their classroom as part of their action research (2) if desired, the school district could agree to financially support at least 50% of the amount of materials requested by the graduate student. If the school district pays for at least 50% of the materials they will be allowed to keep all materials. If the school district does not contribute monetarily for at least 50% of materials, all materials must be returned to the university.

C3. **If requesting substitute teacher pay**, a letter of support from the school district is required. The applicant must submit a detailed letter from her/his school district principal if requesting substitution teacher reimbursement. The letter must be **scanned** included as part of the proposal. The letter should include the following: (1) permission for the graduate student to be absent from the school district for the proposed rationale of the grant request. (2) recognition that the school district would pay for the substitute teacher and then be reimbursed for the amount agreed upon by the grant upon submitting the official paperwork.

D. **Narrative** (not to exceed five, single-sided, double-spaced pages, in no smaller than a 10-pt font): The Graduate Council Review Committee must make comparisons and judgments across academic disciplines and methodologies. Because the Review Committee is an interdisciplinary one, proposal narratives should be directed toward a general audience and avoid the excessive use of jargon. All applicants **MUST** follow the general narrative outline provided below:

1. **Statement of the Problem/Significance of the Project.** Be succinct; clearly support your statement with documentation and references and include an up-to-date review of the relevant literature.

2. **Objectives.** Discuss the specific outcome(s) and product(s) of the project. If the anticipated outcomes are quantifiable, explain how they will be measured.

3. **Research, Service, or Educational Leadership Project Methods.** Design a project plan consistent with your academic discipline. This may include scientific research in the physical or biological sciences, use of population samples, experimental and control groups, action research, or other methods of data gathering and statistical analysis. The project plan may include archival research, translations, ethnographic fieldwork, solitary thinking, or other forms of analysis and synthesis of
ideas and concepts appropriate to your disciplines. A reference page with supporting sources regarding the methodology or plan of action is required of all proposals.

i. **Research methods specifics:** If this is a research proposal you must include in your methods section the measures or instruments that you will be using to conduct the study.

ii. **Service project methods specifics:** If this is a proposal for a service project, the methodology section should include: 1) the population to be served, 2) specific action steps to be taken during the project. If not explicitly stated elsewhere in this narrative, also 3) explain how your project will benefit the people and/or agency being served.

iii. **Educational leadership methods specifics:** If this is a proposal for an educational research grant, the methodology must detail how the graduate student will incorporate an action plan consistent with the purpose of the grant as outlined earlier.

4. **Detailed Budget Explanation.** Provide a detailed explanation of each budget item and explain succinctly why it is necessary for the completion of the project. Failure to provide a clear rationale for each requested item may result in reduced funding. If additional funds are required, please provide evidence of where these funds will be obtained.

5. **Final Products and Dissemination.** Describe possible forms of the final product, (e.g., publishable manuscript, conference paper, invention, software, exhibit, performance, etc.). Be specific about the methods used to disseminate your results to a wide audience, (e.g., state the target journal for publication of a manuscript, the conference for presentation of the results, or the site for a performance or exhibition).

6. **Presentation at UW-L Celebration Event (Research and Creative Activity):** All grant recipients are required to present their project outcomes during the UW-L Research and Creativity Day of Celebration. If a grant recipient is unable to present at the Celebration due to circumstances beyond her or his control such as illness, being far away for a required internship or practicum, or has already graduated and moved out of the La Crosse area, the Office of Graduate Studies should receive a written excuse which is duly signed by the faculty advisor. In such cases, it would be welcome and acceptable for another student or a faculty advisor to substitute and showcase the work in place of the student unable to attend. Students who are in the midst of completing their work are welcome to have their poster presentation in the subsequent Celebration as long as the Office of Graduate Studies is made aware.

E. **References Cited – use a separate page**

F. **Appendices (include only if absolutely necessary, i.e., for additional, essential information or diagrams)**

IV. **MINI-GRA NT PROPOSAL WRITING GUIDELINES**

A. **Attachment A: Cover Sheet**

1. **Title of Research, Service, or Educational Leadership Project** (Self Explanatory)

2. **Applicant Information** -- If the proposal has multiple applicants, supply complete information on all applicants, on a separate sheet.

3. **Graduate Faculty Advisor Information** (Self Explanatory)

4. **Synopsis of Proposed Project** -- Be clear, concise, and specific. Avoid jargon and undefined abbreviations. Do not exceed the space provided (10-point minimum font size) and do not submit additional information.
5. **Grant Period** -- Include expected project starting and completion dates. The earliest starting date for projects submitted in October and February are January 1 and June 1 respectively.

6. **Amount Requested** -- Enter the total amount of funding requested on Budget Summary sheet (not to exceed $500). This must match your budget page.

7. **Compliance with Regulations** -- Please note that Responsible Conduct of Research (RCR) is required of all RSEL grant recipients which can be completed on line even before submitting the proposal by following the link given below. Research grants funds will not be made available until RCR is completed. If you are funded, your research project must not commence without obtaining necessary approval, as necessary, to insure compliance with other regulations listed below:
   - Responsible Conduct of Research Program
   - Human Subjects’ Compliance (IRB) – Institutional Review Board for the Protection of Human Subjects
   - Animal Care (IACUC) Institutional Animal Care and Use Committee
   - Chemical & Physical Safety
   - Bio-Safety
   - Scientific Misconduct
   - Other Compliances/Policies

If you have any further questions, consult Graduate Studies Director Steve Simpson in the Office of Sponsored Research, Scholarly and Creative Activities, 235 Graff Main Hall (608-785-8007; ssimpson@uw lax.edu) or visit the Research and Sponsored Programs website.

8. **Signatures** -- It is your responsibility to obtain signatures of your Graduate Faculty Advisor on the Assurance Form, and to scan it with the proposal (prior to sending it electronically) to the Office of Graduate Studies, 235 Graff Main Hall. The rest of the review and approval process is completed without further action by the student.

**B. Attachment B: Project Budget Summary Sheet**

A maximum of $500 may be requested through the mini-grant process. The funds requested can be used for supplies, travel, and other expenses required completing the project. Funds cannot be used for student wages.

An itemized budget request must accompany each proposal (the Project Budget Summary sheet). It is very important that applicants carefully assess their needs and request funds accordingly. Applicants must relate budget items with materials or expenses discussed in the proposal narrative, (e.g., if travel funds are requested, the narrative should explain why the travel is necessary for completion of the project). Any non-consumable supplies (such as software, books etc.) become the property of the academic department at the end of the project. **Note: applicants should not include broad categories such as “miscellaneous” or “other” without proper description and justification-- they will not be considered for funding and may influence the evaluation of the proposal.** Budget entries should be rounded to the nearest dollar. The Graduate Council reserves the right to adjust budgets.

Students may request travel support to present their thesis or capstone project at a National or Regional meeting. Travel support of this kind may not exceed $500, but may be supplemented by other Travel Grants. Students must justify this expense in their budget.

**IMPORTANT!** Students who receive a mini-grant must spend the award in the fiscal year that it is received. The fiscal year is June until the following early June. Each June, all grants are swept (removed from the departmental budgets), so it is assumed that funding awarded in a mini-grant will be 100% spent soon after it is received and certainly by early June. If a student knows that he/she needs her funding after July 1, he or she should apply for a mini-grant after July 1.
C. **Statement of Assurance**

The advisor confirms that he or she has reviewed the grant application and supports the project. To do so, check the appropriate boxes of the Statement of Assurance Form, then sign and date the form.

D. **Narrative (approximately two, single-sided, double-spaced pages, in no smaller than a 10-pt font):** The Graduate Director must make comparisons and judgments across academic disciplines and methodologies. Proposal narratives should be directed toward a general audience and avoid the excessive use of jargon. All applicants **MUST** follow the general narrative outline provided below:

1. **Statement of the Problem/Significance of the Project.** Be succinct; clearly support your statement with documentation and references and include an up-to-date review of the relevant literature.

2. **Objectives.** Discuss the specific outcome(s) and product(s) of the project. If the anticipated outcomes are quantifiable, explain how they will be measured.

3. **Research, Service, or Educational Leadership Project Methods.** Design a project plan consistent with your academic discipline. This may include scientific research in the physical or biological sciences, use of population samples, experimental and control groups, action research, or other methods of data gathering and statistical analysis. The project plan may include archival research, translations, ethnographic fieldwork, solitary thinking, or other forms of analysis and synthesis of ideas and concepts appropriate to your disciplines. A reference page with supporting sources regarding the methodology or plan of action is required of all proposals.
   
   i. **Research methods specifics:** If this is a research proposal you must include in your methods section the measures or instruments that you will be using to conduct the study.
   
   ii. **Service project methods specifics:** If this is a proposal for a service project, the methodology section should include: 1) the population to be served, 2) specific action steps to be taken during the project. If not explicitly stated elsewhere in this narrative, also 3) explain how your project will benefit the people and/or agency being served.
   
   iii. **Educational leadership methods specifics:** If this is a proposal for an educational research grant, the methodology must detail how the graduate student will incorporate an action plan consistent with the purpose of the grant as outlined earlier.

4. **Detailed Budget Explanation.** Provide a detailed explanation of each budget item and explain succinctly why it is necessary for the completion of the project. Failure to provide a clear rationale for each requested item may result in reduced funding. If additional funds are required, please provide evidence of where these funds will be obtained.

5. **Final Products and Dissemination.** Describe possible forms of the final product, (e.g., publishable manuscript, conference paper, invention, software, exhibit, performance, etc.). Be specific about the methods used to disseminate your results to a wide audience, (e.g., state the target journal for publication of a manuscript, the conference for presentation of the results, or the site for a performance or exhibition).

6. **Presentation at UW-L Celebration Event (Research and Creative Activity):** All grant recipients are required to present their project outcomes during the UW-L Research and Creativity Day of Celebration. If a grant recipient is unable to present at the Celebration due to circumstances beyond her or his control such as illness, being far away for a required internship or practicum, or has already graduated and moved out of the La Crosse area, the Office of Graduate Studies should receive a written excuse which is duly signed by the faculty advisor. In such cases, it would be welcome and acceptable for another student or a faculty advisor to substitute and showcase the work in place of the student unable to attend. Students who are in the midst of completing their work are welcome to have their poster presentation in the subsequent Celebration as long as the Office of Graduate Studies is made aware.
E. References Cited – use a separate page

F. Appendices (include only if absolutely necessary, i.e., for additional, essential information or diagrams)

V. FINAL REPORT

Final reports are a requirement for graduation and 1 copy is due to the Department Chair or Program Director and 1 copy is due to the office of Graduate Studies (235 Graff Main Hall) within 30 days after the activity is complete or two weeks before graduation (whichever comes first). The final report must include the Final Report Cover Sheet (provided below) and be signed by the Graduate Faculty Advisor.

Reports will vary in content and should include the following items (depending on the nature and requirements of the graduate program in which the student is enrolled).

• Title of thesis, seminar paper, or other written culminating project.

• Abstract of thesis, seminar paper, or other written culminating project.

• Titles, bylines, and abstracts of papers accepted and/or presented at professional conferences, symposia, exhibits, and performances.

• Titles, bylines, and abstracts of manuscripts accepted and/or published in journals -- include a reprint, if available.

• Synopsis of conference or workshop attended and impact related to the goals of the culminating or capstone project(s).

Acknowledgement of RSEL grant: All scholarly products resulting from the project should acknowledge funding from the Graduate Student Research, Service and Education Leadership Grant Program at the University of Wisconsin-La Crosse in that final product.