**Description of Grant Program**
Financial support may be provided by the Marine Ecology Research Society to help fund various scholarly or creative activities within the realm of scientific research. Due to resource limitations, the awarding of these grants is necessarily competitive in nature. It is the intent of the Marine Ecology Research Society that we achieve the broadest possible impact with the funds available for this program. Therefore, some applications recommended for funding may only receive partial support. It is recommended that applicants explore other sources of funding in addition to applying for this grant.

Acceptable expenditure of grant funds will be broadly interpreted. These expenses may include such items as supplies, equipment specific to the research project, software, food and utilities for subject organisms, and other similar resources. Any equipment or unused supplies purchased with grant funds will remain the property of the Marine Ecology Research Society after the research project is completed. Funding will not be approved for resources that are normally available to students through existing University resources. Funding will not be approved for salary or stipend of the applicant.

**Project Categories**
- **Class A** - This is a project that is required as a condition of the awarding of the applicant's degree (i.e. senior honor’s thesis or graduate thesis). This project has not been previously funded under this grant program.
- **Class B** - This is an independent project that is not required as a condition of the awarding of the applicant's degree. This project has not been previously funded under this grant program.
- **Class C** – all other projects

**Funding Priorities**
- **First Priority** - Class A projects
- **Second Priority** - Class B projects
- **Third Priority** - Requests for additional funds for completing Class A and B projects
- **Fourth Priority** - Class C projects

**Funding Limits**
- The maximum financial support for first and second priority projects is $300.
- The maximum financial support for the third and fourth priority projects is $150.
- A project may receive additional funding only once. Additional funding is limited to $150.
Applicants must be members of the Marine Ecology Research Society in good standing. Applicants may receive only one award within an academic year (fall, spring, and summer semesters) and a maximum of two separate awards during the course of study at UWF.

**Required Application Materials**
Students must submit four hard copies of the application consisting of the cover sheet and no more than four double-spaced pages of supporting narrative (see Content of Application). The hard copy must be received in the Marine Ecology Research Society (Bldg. 58, Rm. 143) by the deadline date and time. *Proposals received after the deadline will not be accepted.*

**Content of Application**
The reviewing committee includes faculty from the Department of Biology and executive members of the Marine Ecology Research Society. Keep in mind that using jargon or specialized technical terms that may not be clearly understood may result in a low rating for your application.

**Applications must include:**
1. A completed cover sheet signed by your project advisor.
2. A project description not to exceed four double-spaced pages. The project description should include the following:
   - **Section 1:** An abstract of approximately 75 words that describes the scholarship activity.
   - **Section 2:** Problem statement (or need for activity), objective(s), and methodology. This section should include appropriate discussion of the way the proposed activity fits into the body of knowledge within the discipline, e.g., references to prior research or scholarly activity.
   - **Section 3:** A budget that details the costs that would be funded by this application, funding from other sources, and total project costs. The budget should include a narrative justifying the expenditures and explaining estimates. Items that are not adequately justified may be disallowed. Your budget request should not exceed the amount described in *Funding Limits.*
   - **Section 4:** A detailed timetable for completion of the project.
   - **Section 5:** An up-to-date curriculum vitae
Criteria for Evaluation of Application
Grant Review Criteria and Scoring Forms are attached to this document.

Criteria for Rejection of Application
Applications that fail to adhere to the requirements herein will be rejected. Rejected applications cannot be resubmitted until the next announced application period.

Submission of Application
There are three application periods:

- Fall semester, applications must be received in the Marine Ecology Research Society office (Bldg. 58, Rm. 143) by 5:00 p.m. on September 22nd.
- Spring semester, applications must be received in the Marine Ecology Research Society office (Bldg. 58, Rm. 143) by 5:00 p.m. on February 15th.
- Summer semester, applications must be received in the Marine Ecology Research Society office (Bldg. 58, Rm. 143) by 5:00 p.m. on June 1st.

Proposals received after the deadline date will not be accepted. Applications not selected for funding may be resubmitted in the next application period.

Review by the MERS Executive Committee:
The Marine Ecology Research Society Research Grant Committee will complete the review of applications and forward its recommendations for funding to the President of the Marine Ecology Research Society after the closing date for submission of applications.

Notification by the President
The President of the Marine Ecology Research Society will notify funding recipients within one week after receipt of the Committee’s recommendations.

Final Report
Students who receive an award must submit a final report to the President of the Marine Ecology Research Society at the completion of the project. This report must contain a brief summary of accomplishments and expenditures for the award and may not exceed 1 page in length. Reports can be submitted electronically in MS Word format as an email attachment to MERS@uwf.edu.
GRANT REVIEW CRITERIA AND SCORING FORM — CLASS A, B, AND C

Applicant Name: ____________________________

Summary score

Merit of Research (60%)

Discipline Base/Importance (30%)

☐ 30 Activity of far-reaching significance; Significantly advances knowledge or promotes advancements in the applicant’s field of study; Based on high-quality prior scholarly activity of others in the discipline, and adequately referenced to the prior scholarly activity; Likely that the results of the activity would be viewed favorably by peer evaluations within the applicant’s field of study; High probability of peer-reviewed publication would result.

☐ 20 Activity important to development of discipline; Based on good-quality prior scholarly activity of others in the discipline; Adequately referenced to the prior scholarly activity. Peer review and wide dissemination of results of activity less likely.

☐ 10 Activity important to development of discipline, but based on less prestigious prior scholarly activity of others in the discipline. Wide dissemination of results of activity unlikely.

☐ 5 Activity significant in only a narrow area and/or based on inadequately referenced work.

☐ 0 Activity not significant with respect to the funding needs, the competition for funding, or the discipline.

Originality (20%)

☐ 20 Original ideas that look feasible.

☐ 10 Established technique(s) applied to new area(s).

☐ 0 Activity adequately investigated or need adequately filled by prior work in the discipline.

Research Plan and Budget (10%)

☐ 10 Well documented, realistic, complete research plan with appropriate budget and plan.

☐ 5 Adequate plan and budget.

☐ 0 Poorly thought out, vague, or incomplete research plan and/or budget.

Effect on academic infrastructure and mission (20%)

☐ 2 Activity provides significant support for the mission of MERS/department/college/university.

☐ 1 Activity provides modest support for the mission of MERS/department/college/university.

☐ 0 Activity provides no support for the mission of MERS/department/college/university.
Capability of the candidate and institutional support (20%)

20  Capable of conducting outstanding research in proposed area. Qualified support personnel and equipment available.
10  Some experience in research area. Adequate support personnel available. Equipment/physical support expected to be in place when needed.
  5  Some experience in research area. Qualified support personnel and equipment/physical support do not appear to be available.
  0  Little demonstrated potential for successful scholarship. Little or no support available.
Marine Ecology Research Society Research Grant APPLICATION COVER SHEET

Applicant Information

Name __________________________ Daytime Phone Number ________________
Student ID Number ________________ E-mail ________________________________
Major __________________________ Anticipated date of graduation ____________
Advisor __________________________

Project Information

Project Title _____________________________________________________________
Beginning Date of Project ___________ Ending Date of Project _________________

Grant amount requested (total from detailed budget in Section 4) ________________

Does the project involve human or animal subjects? ______ No ______ Yes. If yes, please note that the project will require review and approval by the appropriate UWF committee before funds can be released.

Project Category (see attached guidelines)

_____ Class A
_____ Class B
_____ Class C

List any previous Research Grant awards received

Endorsement

The applicant is eligible under the requirements of this grant program. I have examined this grant application and have determined that the proposed activity meets the standards set by the Marine Ecology Research Society. I have reviewed the applicant’s proposed budget for grant monies and determined that all expenditures are appropriate and justified for the proposed projects.

Project Advisor: __________________________ Date: __________________________