Statement of Purpose and Guidelines

The Keever Biology Research Training Fund was established through a donation from Dr. Catherine Keever, deceased emeritus faculty member of the Department of Biology. This award is to be used to train students in methods and values of scientific research. This award supports research by undergraduate biology majors.

Awards will be made to an undergraduate majoring in Biology who has completed at least 60 credits of college work. First consideration will be given to applicants who have completed Zoology and/or Botany and who have maintained an overall GPA of at least 3.0.

Awards

Between 1 and 4 awards will be made annually ranging from $200 to $600. Eligible projects may be drawn from any field of biology with preference given to botany. Importantly, the project for which a student is seeking funding may be part of a larger faculty research venture. Joint projects or projects with multiple faculty sponsors are acceptable. Funds will be available for one year from the date of award.

Funds may be used for the acquisition of supplies or equipment needed for the research project. Equipment items will become the property of the Department of Biology at Millersville University. Out-of-town travel and accommodations essential for completion of the research may be funded. Ordinary living expenses and travel to and from campus are not eligible.

Awards will be made on a reimbursement basis. Students are urged to work with departmental administrative assistant to complete the necessary paperwork, which may include travel reimbursement forms and direct pay forms. Receipts need to accompany all requests for reimbursement.

Awardees will be required to submit a paper written in scientific format describing the results of the project to their faculty sponsor. If the student is graduating, the reports should be submitted before submitting their application for graduation to ensure adequate time for revision. The faculty sponsor(s) should also complete summary of the progress made by the student in learning sound research practices. The report and summary should be submitted to the Sponsored Programs office, which will share the report with the Biology Department. Failure to submit a final report will delay reimbursement.

Application and Award Procedures

Proposals will be accepted starting October 1 each year. The deadline for proposal submission will be the first Friday in December. Applications can be found online here. If you have questions about the application, please contact Rene Munoz, Director Sponsored Programs by email at rene.munoz@millersville.edu, or by phone at 871-4457.

Students submitting an application should include:

- A narrative clearly stating the problems and hypotheses to be investigated.
- Background information demonstrating the student’s familiarity with primary literature relevant to the project.
- A clear description of experimental design and hypothesis testing is mandatory.
In addition, the proposal should include a budget listing anticipated costs for supplies, equipment and travel. The budget should be accompanied by a budget justification explaining why each item is needed for the research.

Finally, the proposal should include a one-page statement written by the Biology faculty member sponsoring the research describing how involvement in the proposed project will train the student in the methods and values of scientific research.