

**GRADUATE STUDENT RESEARCH ASSISTANCE AWARDS**  
**NUTRITION, FOOD SCIENCE AND PACKAGING DEPARTMENT**  
**SAN JOSE STATE UNIVERSITY**

I. Awards from Circle of Friends Molly and Gene Rauen Endowed Research Assistance Fund for up to \$1000 may be given for meritorious research proposals. The number of awards given each year will be based on the merit of the applications and availability of funds in the Rauen Endowed Fund distribution account. See Application Form and Research Proposal Rating Form attached. **Note: If expenses listed in the budget exceed the amount awarded, the student is responsible to provide for the additional funds.**

**A. Awards for Lab-Related Research Proposals**

The research award allocation for up to \$1000 is processed much like a blanket purchase order. The costs of items purchased (as listed on the research proposal) are deducted from the award allocation balance in the department's Research Assistance Fund.

The Awardee would place their order for supplies through the Department Instructional Support Technician for University processing. This procedure enables the awardee to gain the maximum educational discount and best quoted price. (Any unused balance from each research proposal will be retained in the General Research Assistance Fund for future graduate student research assistance awards. No Substitutions will be allowed for original items specified on the proposal).

**B. Awards for Non-Lab Related Research Proposals**

Expenses must be approved for non-laboratory research (e.g., postage for mailing surveys, telephone expenses, statistical or computer consultation, or incentives for survey participants, etc.). A check could be issued to reimburse documented expenses that are listed in the research proposal budget for up to \$1000.

Travel expenses listed on the research proposal budget to present a paper are **only** eligible for funding, if the paper has been accepted for presentation by the sponsoring professional organization, and documentation is provided. The student is responsible to provide for any additional travel expenses, not covered by the Research Assistance Award.

As a condition of receiving this reward, the awardee is required to submit, upon completion of the research study, a one page final report. This report should explain how the items purchased with the Research Assistance Award contributed to the research project.

**NOTE: Students are not eligible, if they've previously received an award.**

**APPLICATION FORM**  
**GRADUATE STUDENT RESEARCH ASSISTANCE AWARD**  
**SPONSORED BY CIRCLE OF FRIENDS AND**  
**THE DEPARTMENT OF NUTRITION, FOOD SCIENCE AND PACKAGING**  
**SAN JOSE STATE UNIVERSITY**

Students may submit a Research Proposal and application, not to exceed three pages, in 12-point type size (excluding the *Application Form, Budget, and check-off form for supplies needed for research*).

1. Completed *Application Form* (see attached).
2. Abstract of Topic of Research covering.
  - a. statement of problem/purpose/objective
  - b. significance of project, e.g. explaining how your study is timely/original research that contributes to advancements in nutrition, food science, and/or foodservice management. Research must be of publishable quality for a refereed journal, etc.
  - c. discussion of method
  - d. analysis/evaluation proposed
3. List one or more references. (e.g., journal articles)
4. Give a **detailed budget** projecting how the money would be spent for research, e.g., chemicals, food commodities, supplies, postage, incentives, consultation expenses, etc. (Publication, copying and binding expenses are excluded).

There is a possible \$1000 maximum award from Circle of Friends Molly and Gene Rauen Endowed Research Assistance Fund. Awards will be based on the merit of the application and availability of funds in the Rauen Endowed Fund distribution account. Please check with the Department of Nutrition, Food Science and Packaging for the deadlines. This may be emailed to Leah or delivered in person.

**Circle of Friends Molly and Gene Rauen Endowed  
Research Assistance Award  
Department of Nutrition, Food Science and Packaging  
San Jose State University**

**APPLICATION FORM**

1. **Name:** \_\_\_\_\_ **Student I.D.:** \_\_\_\_\_
2. **Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_
3. **Date Classified (graduate status):** \_\_\_\_\_
4. **Semester Enrolled in HPRF 295 – Research Methodology:** \_\_\_\_\_
5. **Research Proposal Title:** \_\_\_\_\_
6. **Total Budget Requested (\$1000 Maximum):** \_\_\_\_\_
7. **Faculty Advisor:** \_\_\_\_\_
8. **Faculty Committee Member:** \_\_\_\_\_

**NOTE:** Proposal must not exceed three typewritten pages in length (excluding application, budget, and check off form for supplies); sole work of applicant without editing by faculty advisor. Those proposals that are too lengthy will be returned to the applicant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Applicant

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 Award Granted

Sorry, Award not granted at this time.

Comments:

Selection Committee

Date: \_\_\_\_\_

**NOTE:** Please check with the Department for the deadlines.

**Circle of Friends Molly and Gene Rauen Endowed Research Assistance Fund**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Award Amount: \_\_\_\_\_ Request Total: \_\_\_\_\_

Instructor: \_\_\_\_\_

(Indicate the total of each item)

<b>Amt.</b>	<b>Cost/ Item</b>	<b>Total Cost</b>	<b>Item</b>	<b>Amt.</b>	<b>Cost/ Item</b>	<b>Total Cost</b>	<b>Item</b>
			<b>Gases</b>				<b>Products/Lab (i.e. filter paper, films, gloves)</b>
			<b>Chemicals</b>				<b>Small Equipment (i.e. automatic pipette)</b>
			<b>Glassware</b>				<b>Products/Food</b>
			<b>Consultation Costs</b>				<b>Incentives</b>
			<b>Other</b>				<b>Other</b>

**GRADUATE STUDENT RESEARCH ASSISTANCE AWARD  
RESEARCH PROPOSAL RATING  
BY FACULTY ADVISOR or FACULTY COMMITTEE MEMBER**

**Student Name:** \_\_\_\_\_

**Title of Research:** \_\_\_\_\_

**Rating Scale: 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor; 0 = Missing**

<u>Section</u>	<u>Rating</u>	<u>Comments</u>
1. Abstract		
a. Problem/Purpose/Objective (4)		
b. Significance (4)		
c. Procedure/Methods (4)		
d. Analysis/Evaluation (4)		
2. Reference (s) (4)		
3. Budget & Resources (4)		
a. Equipment		
b. Chemicals		
c. Other		

**OVERALL COMMENTS:**