Materials Science andEngineering

Graduate Research Fellowship Proposal Instructions

PROPOSAL FORMATTING
- 10 to 12 pt Times New Roman or similar font
- 1-inch margins on all sides
- Single-spaced
- Numbered pages
- Submit as PDF or MS Word file

PROPOSAL SECTIONS

There are seven sections in the proposal, please start each section on a new page:

1. **Title Page** (1 page) – proposal title, student name, advisor name, school, and department.

2. **Abstract** (1 page, 300 words or less) – the Abstract should give a brief description of the research, goals, and relevance of the research written in ***non-technical language for a general audience***.

3. **Project Narrative** (3 pages) – Not to exceed three pages (*including figures, tables, and references*). Write for a general audience. Please include the following section headers:
   - I. **Description of Proposed Research**
   - II. **Relationship to NASA Goals** – Demonstrate and clearly cite direct relevance to current NASA research objectives.
   - III. **Products** – Include presentations, papers, or proposals that the student will be involved in as a result of this project.
   - IV. **Timeline –** Outline the expected timeline for your project, highlighting specific goals for the fellowship period. Fellowships will commence in fall semester and continue through the following spring semester, with an additional month of summer funding (if requested).
   - V. **References**

4. **Award Request / Statement of Cost Share / Current and Pending Funding** (2 pages)
   - I. **Award Request:** Graduate fellowships are an academic year stipend of $13,500 (MS) or $18,000 (PhD). An additional $1,500 (MS) or $2,000 (PhD) may be requested for one month of summer stipend. ***The total requested amount cannot exceed $15,000 (MS) or $20,000 (PhD).*** Tuition and health insurance will be waived automatically for fellowship recipients (do not include them in your request).
   - II. **Statement of Cost Share:** Describe any expenses required for this project that will be covered from other **non-federal** funding sources. ****Cost share is required in an amount equal to your fellowship award.*** Cost share can include the amount of time

the advisor anticipates spending to advise or work with the student on this project during the fellowship period. (See below for more details on Cost Share.)

    III. Current and Pending Funding: Please *list any current or pending grants of the faculty advisor and/or student*. Describe how these additional funding sources relate to the student's project. Please describe any previous awards received from NASA EPSCoR or Wyoming NASA Space Grant. This section may be omitted if not applicable.

5. **Vita of Student** (2 pages)
6. **Vita of Faculty Advisor** (2 pages)
7. **Transcript(s) of Student** (No page limit) Unofficial transcripts are acceptable.

LETTER OF RECOMMENDATION FROM RESEARCH ADVISOR

Your advisor should e-mail an electronic copy of the letter of recommendation directly to **mse@uwyo.edu** by the application deadline.

SUBMISSION INSTRUCTIONS

Submit the file attachments listed below to: mse@uwyo.edu.

    File 1. Project Proposal (PDF or MS Word)
    File 2. Graduate Application Form

You should receive an e-mail confirmation of receipt within two business days – if you do not receive confirmation in this time, please contact the MSE office.
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COST SHARE INFORMATION

Briefly describe expenses required for this project that will be covered from other **non-federal** sources (an advisor's grant, dept./university funds, other scholarships/grants). Cost share can include: 1) *time the advisor spends advising the student*, 2) volunteer time donated by faculty or other personnel, 3) equipment-use fees, and 4) funding of travel, supplies, or equipment for this project from other sources. We will work with your department accountant to document cost share if awarded a fellowship. Advisor time is reported by accountants on monthly PARs (Personnel Activity Reports) as cost share efforts towards NASA EPSCoR. All items included as cost share must be able to be documented – there must be a paper trail.