

2020-2021 LEEC UNIVERSITY RESEARCH GRANT

GUIDELINES

Louisiana Environmental Education Commission (LEEC)

Under the Direction of Louisiana Department of Education (LDOE)

Application Deadline: Monday, April 6, 2020, 5:00 p.m. CDT

Grants that are funded are based on sound scientific principles, have an environmental focus, and support efforts to increase public awareness and knowledge of the subject area.

Maximum award: \$2,500

GUIDELINES:

- Students attending Louisiana colleges or universities and who are working toward a Master's Degree, Ph.D., or conducting post Ph.D. research with a focus on environmental issues are eligible to apply on behalf of their school.
- While the grant is awarded in care of the applicant/Project Leader, the **actual agreement must be made with the applicant's college or university and the institution receives the award payment.**
- Funding requests are **not to exceed \$2,500.00.**
- Funds are provided on a **reimbursement basis only**, pending timely submission and acceptance of required reports and documentation.
- Mid-year and final reports, copies of receipts, expenditure spreadsheet, and project photos are required for reimbursement of expenses.
- **All monies must be spent to support research.** (The LEEC/LDOE will not provide indirect costs to universities or tuition fees.) Funds may be used to purchase materials and/or equipment necessary to conduct research, fulfill poster requirement, and/or provide travel and lodging to and from field sites during data collection. Travel reimbursement requests must comply with the State of Louisiana Travel Guide <https://www.doa.la.gov/osp/Travel/travelpolicy/pocketguide.pdf>.
- Changes in project scope or budget must be pre-approved through the grants coordinator.

- Research proposals that are funded must be based on sound scientific principles and have an environmental focus. Research involving environmental issues affecting Louisiana is preferred.
- All research conducted must follow the college/university IRB guidelines to ensure compliance.
- A **letter of recommendation** from the student's major professor must be included in the proposal.
- LEEC members as defined by R.S. 30:2503 may not apply.
- An individual may not submit more than one application.
- The LEEC/LDOE reserves the right to use the funded projects and photos provided for public information services that may include the LEEC/LDOE website, printed materials, and other means.
- Awardees are required to submit an educational poster highlighting their project, to be used for display at professional development events hosted by the LEEC and/or LDOE. Posters are to be mounted for a free-standing display.
- Announcement of finalists will be made no later than May 1, 2020. Awardees will be notified by mail and/or email upon BESE approval.
- **Project start date is July 1, 2020.** Purchases made prior to this date will not be refunded.
- If funded, students will be required to submit a **mid-year report by December 11, 2020** and a **final report by May 7, 2021**. Scope of work as described in the proposal must be completed and the final report submitted by May 7, 2021.
- **Failure to comply** with these guidelines may result in lack of reimbursement and/or disqualify the applicant from any future grants with the LEEC.

GETTING STARTED:

- Be prepared to complete the application in one sitting; you may not be able to save your work.
- Secure your university grant contact's name and contact information.
- The application requires a [materials/equipment budget](#) and/or a [travel/lodging budget](#) (up to \$2500 total), so prepare these ahead of time.
- Your university must provide a letter of support, and your major professor must provide a letter of recommendation. You will also be required to submit a copy of your transcripts. Save your documents in one of the following formats: gif, jpg, png, pdf.

PROPOSAL SECTION:

- We suggest that you prepare your responses in a Word doc (or similar) ahead of time. Once you begin the application, you can copy and paste your responses into the appropriate sections. The following short essay questions are included in the application:

1. Project Abstract (up to 2000 characters) *Briefly describe your project's primary guiding questions. List each objective and the strategies that will be used to accomplish your research.*
2. Rationale (up to 3000 characters) *Explain the need for this portion of your research. Explain how this project will further current environmental understanding.*
3. Project Design (up to 3000 characters) *Describe how you will conduct your research. Explain how you will use your funds to support your objectives, providing justification for all proposed expenditures. Provide a brief implementation timeline. Will this project complete your research or is it part of a larger research study? (Remember that the portion of the project described within this grant must be completed by May 7, 2021.)*
4. Assessment/Evaluation Methods (up to 2000 characters) *Describe how you will evaluate the outcome of your research. Explain how the results obtained through this research will be disseminated to inform the field and shared with the general public. (Remember that the production of a poster to be displayed at a LEEC/LDOE-hosted event is mandatory.)*
5. Training, Qualifications & Experience (up to 1000 characters) *Describe the qualifications and expertise you possess that ensure completion of the research.*

Find the application at: [LEEC University Research Grant Application Form](#)

Questions? Contact your grants coordinator at EnvironmentalEducation@la.gov.