



M. J. Murdock Charitable Trust  
Murdock College Research Program for Life Sciences

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**APPLICATION INSTRUCTIONS**

**I. General Instructions**

**ELIGIBILITY**

Eligible institutions are private predominantly undergraduate colleges and universities in the five-state region: Alaska, Idaho, Montana, Oregon, and Washington. The institution must offer a B.S. or B.A. degree, but no doctoral degree in the sciences.

Eligible faculty members must hold a least a two-year appointment in a department of biology, or in a department identified as a traditional subfield of biology, or be a member of a department of environmental science and doing research on biological systems or organisms, or be a member of a psychology department or its equivalent, and doing laboratory neuro-science research. Applicants may not have been supported previously by a grant in this program. The one exception to this is the single renewal request that may be submitted as the first grant in this program is finishing. (Faculty members in departments of biochemistry are not eligible.)

Applicants should also consult the Program Brochure for this program for additional information.

**II. Instructions for Completing the Application Form**

All information requested must be entered within the space provided. Institutions may scan the application form for ease of preparation, but organization of the requested information on each page as well as space limitations for each item must be followed strictly. Use a font no smaller than 10 point in filling out the form.

**PRINCIPAL INVESTIGATOR, ACADEMIC RANK AND DEPARTMENT, INSTITUTION and ADDRESS** - Provide full information, including zip code.

**EDUCATION and EXPERIENCE** - Include information for all college and university degrees and teaching and research positions, including current position; common abbreviations may be used.

**TITLE OF PROPOSED RESEARCH** - Title should be concise, accurate, and descriptive, and of no more than 150 characters.

**BIOLOGY SUBDISCIPLINE** - Enter the three-letter symbol for the primary subdiscipline (and, if appropriate, the secondary subdiscipline) which best describes the proposed research. Use symbols from the following list:

<b>APH</b>	Animal Physiology	<b>IMM</b>	Immunology
<b>BEH</b>	Behavioral Biology	<b>INV</b>	Invertebrate Biology
<b>BOT</b>	Botany	<b>MAR</b>	Marine Biology
<b>CEL</b>	Cell Biology	<b>MIC</b>	Microbiology
<b>DEV</b>	Developmental Biology	<b>MOL</b>	Molecular Biology
<b>ECO</b>	Ecology	<b>NEU</b>	Neuroscience
<b>END</b>	Endocrinology	<b>OTH</b>	Other
<b>ENV</b>	Environmental Biology	<b>PPH</b>	Plant Physiology
<b>EVO</b>	Evolution	<b>VER</b>	Vertebrate Biology
<b>GEN</b>	Genetics	<b>ZOO</b>	Zoology

**ABSTRACT** - Enter a brief description of the research project, understandable by the intelligent non-expert.

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**RENEWAL** - For renewal proposals, provide the information requested. (A single renewal for up to two years is permitted in this program.)

**DURATION OF REQUESTED GRANT** - Self explanatory

**BUDGET SUMMARY** - Enter totals here, taken from the budget on page 2. The Total project budget must be the sum of the institutional contribution and the request to the Trust.

**SIGNATURES** - Signatures are required from the Principal Investigator and the person authorized to represent the institution as supporting this research project as proposed, including its budget. (President, Provost, Dean, . . .)

**PROPOSED BUDGET** - Stipend requests should be entered separately for faculty and students, by year. (If the institution provides support such as summer room and board for the students, do NOT place these in the PROPOSED BUDGET, but describe them in COMMENTS ON BUDGET.) A request for salary for a technician is not normally allowed, but may be entered if the technician is essential for the success of the research; in this case, adequate justification for having a technician must be included in the proposal narrative.

All equipment items requested should be itemized; a brief rationale for equipment requested should appear under COMMENTS ON BUDGET, and, if appropriate, a more lengthy justification may be included in the NARRATIVE. Fifty percent institutional cost-sharing is expected for each equipment item in excess of \$1,000.

Minor requests under supplies need not be itemized. (Supplies are defined as materials or objects whose individual cost does not exceed \$500, or whose useful lifetime is expected to be less than five years.) Requests for travel must be itemized under "Other" and justification provided in COMMENTS ON BUDGET; only travel that is required for the performance of the research may be requested. Publication costs and indirect costs are not allowed, and should not appear anywhere in the budget.

Be sure that requested amounts for stipends fall within Program guidelines. (For students, up to \$3,500 per student per summer for 10 weeks full-time participation; for faculty, up to \$7,500 per summer for 10 weeks full-time participation; both prorated for shorter periods.)

The total requested of the Trust plus the Institutional Contribution must equal the Budget Total (last column).

**OTHER CURRENT SUPPORT** - Enter here information about all other current internal and external research support and pending applications, including the number of summer weeks of principal investigator research time obligated by that grant. Identify pending and duplicate applications as indicated on the form.

**COMMENTS ON BUDGET** - Rationale should be provided here for special budget requests, including equipment; other institutional financial support for the research that does not appear in the PROPOSED BUDGET may be listed here.

**PUBLICATIONS BY PRINCIPAL INVESTIGATOR(S)** - Provide the title of your Ph.D. thesis and the names of your Ph.D. and postdoctoral advisers. List publications here that have appeared in refereed journals (to

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a maximum of 10) that were authored or co-authored by the Principal Investigator(s). Books and book chapters on research topics may be included. Do not list talks and published abstracts.

**NARRATIVE DESCRIPTION OF THE RESEARCH** - Provide a well-focused description of your research and its goals, including its importance to the broader research field of which it is a part. (Why should other research workers in related fields be interested in the results of your work?) This narrative should be directed primarily to the experts who will review the proposal. If this is a renewal request, a summary of progress under the previous award should be included here; data from research supported under the first grant and progress toward publication should be explicitly addressed..

**REFERENCES** - A bibliography should be provided only of those works referenced by number in the NARRATIVE.

**EQUIPMENT AND FACILITIES** - List major equipment items and facilities available at your institution that are needed to support this research. Include model numbers for the equipment.

### III. Other Supporting Information and Instructions

(A) Reviewers: On a separate page(s), list at least eight (8) experts who are qualified to review the scientific quality of the proposed research. At least six must be persons with whom the investigator(s) has not worked professionally. (Identify these persons with an asterisk(\*).) Describe briefly the type and duration of the relationship for each person who has worked with the investigator. Please include complete names (not initials) and addresses, including zip codes. Telephone numbers and e-mail addresses are also useful.

This list should be attached only to the signature copy of the proposal (not to other copies).

(B) Other Comments

- Diagrams and graphs may be included in the NARRATIVE section, but must be readable on all copies.
- Original and all copies must be “one side only.”
- Letter quality type (not dot matrix) not smaller than 10 point should be used throughout.

(C) Return to the Trust the signed original of the proposal plus 12 copies (copied on one side only). The list of suggested reviewers should be attached only to the signature copy.

(D) Also Return one copy of the “Required Attachments” items. (See accompanying sheet.)

(E) Send all application materials in one package to:

**Murdock College Research Program for Life Sciences  
M. J. Murdock Charitable Trust  
P.O. Box 1618  
Vancouver, WA 98668**