



International Optometric Honor Society
Beta Sigma Kappa
Biblia Sunergoi Koinonia

Rules for Student Research Grant Proposals

1. The application, and all subsequent reports, must be in typewritten form.
2. A total of eight copies must be submitted.
3. Application packages must be *received* by the BSK Executive Office no later than 5:00 p.m. (CST) April 10 (or the next business day if April 10 falls on a weekend). Applications may be submitted electronically.
4. Grant requests are not to exceed \$1,000.00.
5. The research proposal must be related to the field of clinical optometry, visual science, or public health.
6. Researchers may not charge for their time spent on the research project. Subjects may be paid a nominal sum if their participation is essential to the project.
7. Any funds not used on the completion of a funded project shall be returned to BSK. Funds may not be transferred between projects, BSK-funded or otherwise.
8. BSK will consider funding long-term (more than one year) projects, but such projects will receive annual reconsideration to determine whether to continue funding for the forthcoming year. In this case, an interim report on the project activity must accompany the application for subsequent year funding requests.
9. Any equipment, computer software, or instruments purchased with BSK research funds shall become the property of the student's school or college at the completion of the project.
10. Researchers agree to comply with the existing research protocols at the school/college of optometry or testing facility. Researchers will ensure subjects complete appropriate release forms and other appropriate/required documentation.

Institutional Review Board Compliance

Application must meet all institutional requirements regarding the use of human subjects. An IRB approved consent form will be completed for each subject.

11. Whenever possible, applicants should seek support from ophthalmic/medical manufacturers, laboratories or distributors where supplies and equipment are needed for a project.
12. Each funded project will have a faculty advisor, assigned by the student's school or college of optometry, whose responsibilities include assisting in and approving the experimental design of the study, providing guidance and supervision during the course of the project, and overseeing and approving all expenditures. Additionally, the advisor will ensure appropriate reports are completed and forwarded to BSK in accordance with specified deadlines.
13. An interim report shall be submitted to BSK by February 1, and a final report detailing the results of the research in the completed project must be forwarded to BSK by April 1 of the year the project is performed. This report shall be in the form suitable for publication.

In the case of multi-year projects requesting continued funding, an updated interim report must accompany the request for additional grant funding for an additional year. This report, as well as the supplemental grant application, must meet the annual application deadline of April 10.

14. Applications cannot be considered where a project has been completed prior to the date of approval of the BSK research grant.
15. 75% (three-fourths) of the grant award is released to the student's school or college of optometry faculty advisor or dean/president at the time the grant award is announced. BSK routinely withholds 25% (one-quarter) of the amount approved for each student research grant until the final report is received by BSK.
16. Failure to submit an acceptable final report by April 1 on projects awarded funding in the prior calendar year will jeopardize the school or college of optometry's future eligibility to participate in the BSK Student Research Grant Program.



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Guidelines for Completion of BSK Student Research Grant Proposal Application

Applicants shall follow the following application outline form to describe their project. The application must address all six areas indicated in this outline. No application shall exceed five (5) pages, in typewritten form, including any attachments or enclosures. Applications shall be prepared in accordance with the Rules for Student Research Grant Proposals.

1. Sponsoring School or College of Optometry
2. Project Title
3. Statement of the Research Plan:
 - a. Statement of the Problem:

This section should identify the central research question as well as the overall goals and objectives of the research project. This statement should be well thought-out and succinctly stated.
 - b. Experimental Design:

Briefly and clearly describe the exact methods and procedures to be used to achieve the goals of the research project. If appropriate, the rationales for determining the sample size and selection criteria for subjects and/or devices should be clearly stated. Describe the procedures for analyzing the data and/or summarizing the research findings.
 - c. Equipment and Supplies Necessary to Perform the Research:

Describe relevant materials required by this research study, including quantity. Offer a rationale for these items, especially if the request is not apparent from the experimental design.
 - d. Institutional and Other Resources Available:

Indicate what support (equipment, supplies, assistance) has been sought from the sponsoring institution or sources other than BSK.
 - e. Relevance of Problem to Optometry or Vision Science:

A brief statement of how this research problem will benefit the universal knowledge base of the profession of optometry.

- f. Plan for Publication:
Indicate any initial plans for subsequent publication of the completed project.
- g. Time Schedule:
Provide a time-line for the performance of this research project.

4. Budget

Detailed, itemized explanation of anticipated costs.

5. Requested Support from Beta Sigma Kappa

- a. State the amount of funding requested from BSK. If not apparent from the budget description above, then clarify the amount being sought here.
- b. The maximum BSK grant amount is \$1,000.00.
- c. In any case where the cost of the project exceeds this amount, the proposal shall indicate how the student investigators plan to fund the remainder of the project.
- d. BSK encourages students to utilize the resources available at the sponsoring school or college of optometry to the fullest extent permitted.
- e. Whenever possible, students should request support from manufacturers and suppliers or distributors when utilizing their products, if such a donation would not compromise the integrity of the research study.

6. Documentation of Researchers and Advisor/Sponsor

Typed names, plus signatures, of each of the following parties:

- a. Each student researcher for this project.
- b. The project's faculty advisor.
- c. The dean/president of the sponsoring school or college of optometry.
- d. The date application is completed.