



WENZHOUCHEAN UNIVERSITY

Office for Research and Sponsored Programs

Research Project Proposal

Instructions:

Please provide a narrative description of the proposal, including goals, methodology, bibliography, project timeline, financial and equipment requirements.

- 1) Proposal must be submitted electronically as an attachment in Microsoft Office Word; responses to questions should appear in 12-point Times New Roman font, single space.
- 2) Proposal must be complete and must not exceed 3 pages (excluding cover and budget pages).
- 3) Proposal and any attachments must be submitted to zhuxiangxiang@wku.edu.cn. Please include title of proposal in email subject line.

Title

(Please put your project title here.)

Description

(Please put your project description here.)

Background/related work

(Please put your project background and related work here.)

Goals

(Please put your project goals here, including dissemination plan and how it could benefit students.)

Methodology

(Please describe the proposed research methodology, including equipment/material used, if any.)

Proposed schedule

(Please describe project tasks biweekly or monthly, with milestones in Dec. 2016, May and August 2017; you may use a Gantt chart or others to describe the schedule.)

References

(Please put reference/bibliography here. Note: you may use referencing styles commonly used in your discipline or field of study.)

Faculty/students prior work and relevant experience

(Short biography, including relevant work/publication and prior research project

participation/supervision, student's transcript may be added here.)



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Budget Proposal

Below please list services rendered or items for purchase, all prices must be in CNY/RMB. Please attach price quotes or vendor information as necessary, because items without price quotes cannot be processed. If you wish to purchase more items, please add *new rows* as necessary.

Equipment				
Item Description	Unit price	Quantity	Amount	
				Attach quote
				Attach quote
				Attach quote
				Attach quote
(A) Total Amount:				

Software				
Item Description	Unit price	Quantity	Amount	
				Attach quote
				Attach quote
				Attach quote
				Attach quote
(B) Total Amount:				

Supplies/books/others (please specify)				
Item Description	Unit price	Quantity	Amount	
				Attach quote
				Attach quote
				Attach quote
				Attach quote
(C) Total Amount:				

Stipend (the rate is CNY 10/hr. the total amount is no more than 30% of total budget)			
Month	Estimated working hour/student (max. 40)	Number of students	Total Monthly Hours
October 2015			
November 2015			
December 2015			
January 2016			
February 2016			
March 2016			
April 2016			
May 2016			
Total Hours:			
(D) Total Amount (multiply the Total Hours by 10):			

Academic Conference/Symposium/Workshop/Exhibitions/Competition*			
Activity name, date & city	Est. no. of students (max. 3 in total)	Costs/student (max. CNY 6,000) **	Total Amount (CNY)
Local (in China):	Reimbursement is made against original tickets and invoices.		
International:			
(E) Total amount:			

* Note: To be supported in an academic activity, students must be presenters, either of an oral presentation, a demo, a poster, an exhibition, a performance, or be a finalist in a competition. A maximum of three students can be supported to participate in an academic activity per project, and each student can be supported only once. If the activity has not yet been determined, please indicate with “TBD” and put the name of at least one participating student. However, funding will depend on the organizer’s acceptance for participation in the academic activity.

** The actual amount that can be reimbursed to students depends on the quality of the conference, please see Appendix A on relevant regulation.

*** Those who are supported to participate in an international academic activity will be funded for the registration fee, visa fee and domestic transportation.

**** Those who are supported to participate in a national-level academic activity will be funded according to the *Interim Policy of Wenzhou-Kean University Student Travel Expenses on Business Trip*.

The combined amount of (D) stipends and (E) academic activity cannot exceed CNY 20,000. Please add them:

(D) + (E) = _____ (this amount cannot exceed CNY 20,000)

Total Amount Requested (A) + (B) + (C) + (D) + (E)	
Principal Investigator Name	
Signature:	Date: