

UNDERGRADUATE RESEARCH LONG TERM GRANT APPLICATION

PURPOSE

In-depth/Long-term Grants support substantial, in-depth projects that normally span several semesters or the summer. Priority is given to projects that culminate in an honors thesis or some other capstone product demonstrating a focused and intellectually rigorous perspective on the topic of interest. Proposals are reviewed by the Grant Review Sub-committee twice a semester. There is a \$3500 budget limit and the budget may include a stipend.

ELIGIBILITY

All currently enrolled students are eligible to apply. Students must work with a WSU faculty or staff member whose role is to serve as a mentor to the project.

PROCESS

Proposals must be written by the students, not the faculty mentors. Using the format found below, prepare a proposal narrative (maximum of 4 double-spaced pages) with 12 pt font, double-spaced and 1 inch margins. Assemble the following in order: Cover Sheet, Budget Worksheet, Proposal (Project Description, Project Materials and Budget Explanation), and a signed and completed Mentor Recommendation form.

COVER SHEET

(See attached forms)

The cover sheet must be signed by all students involved, the faculty mentor, the faculty mentor's college representative on the Undergraduate Research Committee (<http://weber.edu/OUR/committee.html>), and the faculty mentor's department chair.

FACULTY MENTOR RECOMMENDATION FORM

Attach a completed and signed Faculty Mentor Recommendation Form. DO NOT submit the mentor recommendation in the form of a letter. Please use the attached form.

TIMELINE AND DEADLINES

Keep in mind that these are the final deadlines for each step. We highly encourage students to meet as early as possible with a mentor.

3 Weeks – 1 Month Before:

Proposed research activity involving human subjects or animals must be submitted for review by the appropriate committee (Institutional Review Board for Human Subjects, Intuitional Animal Care & Use Committee) prior to submission to Office of Undergraduate Research.

See <http://weber.edu/irb> for the current IRB chair.

See <http://weber.edu/acuc/membership.html> for the current ACUC chair.

10 Business Days Before:

Make an appointment to meet with your mentor and have them sign the proposal by this date. The mentor's signature indicates that they have reviewed the proposal, and offered guidance in its preparation.

5 Business Days Before:

Make an appointment to meet with an Undergraduate Research Committee representative by this date. The Committee representative's signature indicates that they have reviewed the proposal, provided feedback and checked for completeness.

All other signatures are required at this point.

Be respectful of the Mentor and Research Committee representative's time. They need time to review and give you feedback so that you have time to revise and submit a finished proposal by the deadline.

By Deadline:

Finalize revisions suggested by mentor and committee representative and submit **the original proposal and 1 electronic copy (including cover sheet)** to the Office of Undergraduate Research (LI 58, MC 2912, our@weber.edu) by 5:00 PM on the deadline day posted on the OUR website. Students who fail to follow this deadline schedule will not be considered for funding.

1 – 2 Weeks after Deadline:

Undergraduate Research Committee will meet to consider proposals. Letters stating whether a project was funded or not will be mailed to the mentor and the mentor will advise the student.

Undergraduate Research Student Volunteer/Assistance Information Form

Students receiving funding in Undergraduate Research, will be required to work 8 hours (or more if you would like) over the course of three days during the National Conference on Undergraduate Research 2012. You will get a free t-shirt at the beginning of the conference and a free USB flash drive at the end of the conference!

National Conference on Undergraduate Research (NCUR 2012)

March 29 – 31, 2012

Weber State University

www.weber.edu/ncur2012

We need help in many areas, including but not limited to: Registration desk, gift bag stuffing, IT help desk, greeters, A/V help in classrooms, and many more. Please list below any experience or special skills you have that would be useful to this conference.

This will be a great opportunity to meet faculty from around the nation, represent the student body at Weber State, and network for graduate school!

Student Name (last, first)	Student ID#
Phone	Email
School Address (if different than Home Address)	

I, _____ agree to work 8 hours or more from March 29-31 and get a free t-shirt and USB flash drive!

Student Signature

Date

Undergraduate Research Long Term Grant Application Cover Sheet

Amount Requested: _____

Project Information

Student Participants (Last, First)	
Project Title (10 words or less)	
Faculty Mentor Name (last, first)	Mail Code
College (Weber State is the University, NOT college)	Department
This project ___ DOES/___ DOES NOT require review by the WSU Institutional Review Board for Human Subjects or the WSU Animal Care and Use Committee.	

Student Signature

Date

Project Mentor Signature

Date Received by Mentor.
Must be 10 business days
before final deadline.

Campus Mail

Phone Ext.

Undergraduate Research Committee Representative

Date Received by URC Rep.
Must be 5 business days
before final deadline.

Faculty Mentor Department Chair

Date

UNDERGRADUATE RESEARCH LONG TERM GRANT APPLICATION

Students Information Form

Project Title _____

Student Information

Student Name (last, first)	Student ID#
Phone	Email
Total Number of Credits Completed	Anticipated Graduation (term/year*) <small>(*funds may NOT be spent after graduation)</small>

Student Information

Student Name (last, first)	Student ID#
Phone	Email
Total Number of Credits Completed	Anticipated Graduation (term/year*) <small>(*funds may NOT be spent after graduation)</small>

Student Information

Student Name (last, first)	Student ID#
Phone	Email
Total Number of Credits Completed	Anticipated Graduation (term/year*) <small>(*funds may NOT be spent after graduation)</small>

Student Signature

Date

Student Signature

Date

Student Signature

Date

Please make additional copies of this form for additional students.

UNDERGRADUATE RESEARCH LONG TERM GRANT APPLICATION Budget Worksheet

BUDGET ITEM	Department or College Funds	Outside Agency Funds	Personal Funds	Undergrad. Research Funds	GRAND TOTAL
Materials					
Equipment					
Stipend: Hrs @ \$10/hr Benefits @ 8.5% Total					
Mileage to gather Data (.36 per mile)					
GRAND TOTAL					

NOTES:

- Equipment and left-over materials purchased with this grant will remain the property of WSU.
- You may not request money for gas purchases for travel. WSU reimburses travel expenses at a set mileage rate only.
- Benefits are required to be deducted for **everyone** even if you are already employed by Weber State University. This is mostly workers compensation insurance which is required by law.
- Students do not receive “benefits” money but you **MUST** show benefits (@8.5%) calculation in the “Stipend” section (above).

UNDERGRADUATE RESEARCH LONG TERM GRANT APPLICATION

Body of Proposal

DIRECTIONS: The instructions within each section should be removed and replaced with your proposal text. Do not exceed 4 double-spaced pages. Supporting documents or materials should be included as addenda. Proposals should be written clearly and simply and contain a research question.

Project Description

(Approximately 2 pages)

Identify the project question, goals, objectives and outcomes; incorporate three references that relate to the body of knowledge that is the focus of this project (your college subject librarian can assist you with this). Funded research projects must be sufficiently significant and challenging so that it will enhance the student's intellectual and creative development as well as make a contribution to the chosen field of study. Service learning projects can be funded so long as there is a research component (e.g. community based research projects).

Describe your role and that of the faculty mentor in the project; describe where this project falls along this research continuum: Dependent _____ Independent
(student helping faculty do research) (student doing own research)

Describe the previous training and experience (course work, creative activity, laboratory experience, work and/or life experience, etc.) that have prepared you to successfully complete this project.

Describe the product (e.g., a scholarly paper, exhibit or performance) that will result from this project, and indicate when this product will be publicly shared (presentation, publication, performance, etc). Upon completion of your project you are required to present your results at the annual WSU Undergraduate Research Symposium.

Project Methods & Timeline

(Approximately 1 page)

Identify the specific steps you will follow with this project, and provide a completion date (month) when each step will be completed. Semester projects should be designed to be completed within the semester.

NOTE: If your project involves people (e.g., surveys, interviews) or protected animals, it MUST be reviewed and approved by the WSU Institutional Review Board for Human Subjects or the Animal Care and Use Committee; include the dates when your project will be or has been reviewed and approved (your faculty mentor will help with this).

Budget Explanation

(Approximately 1 page)

Identify the undergraduate research dollars requested for each category listed below, and describe in detail what the expenses in each category entail (retroactive expenses and faculty mentor expenses will NOT be funded). Indicate the total budget requested for this project (\$3500 maximum).

Grant budgets may include a stipend, provided that you engage in the equivalent of ten full-time weeks of research. The stipend can cover research work during the summer. If you are requesting a stipend, please list all significant time commitments (5+ hours per week) that you expect to maintain over the duration of your project including, for example, class and work schedules.

- Materials (left-over materials will remain the property of WSU)
- Equipment (equipment will remain the property of WSU)
- Student travel to gather data for the project (reimbursed @ 32 cents/mile)
- Student travel to present the results of the project (provide evidence that you have been accepted to present)
- Stipend (\$10/hr and 8.5 % benefits)

UNDERGRADUATE RESEARCH LONG TERM GRANT APPLICATION Additional Questions

1. What funding have you received from OUR in the past? Where has your previous project been disseminated?

2. Is this project part of a required course? If so, please indicate the support (monetary and in-kind) provided for this project by the academic department.

3. What additional sources of funding have been solicited? Is your department willing/able to fund any equipment they will be retaining?

4. Where do you plan to disseminate the results of this project?

5. If you are requesting a stipend, please list all significant time commitments (5+ hours per week) that you expect to maintain over the duration of your project including, for example, class and work schedules.

UNDERGRADUATE RESEARCH LONG TERM GRANT APPLICATION FACULTY MENTOR RECOMMENDATION FORM

Student Name (last, first): _____

Project Title: _____

Mentor Directions: After carefully reviewing the proposal and assessing both the viability of this project and the qualifications of the student requesting funding, answer the questions found below. Please expand the sections as necessary (**do not attach separate letter**). If the project involves the use of human subjects or protected animals, be sure the student secures IRB or ACUC approval. If the project receives funding, it is your responsibility to work closely with the student, monitor the ongoing progress of the project and budget, and evaluate the project's results. Failure to do so will jeopardize funding for this project and any future projects.

1. How long and in what capacity have you known this student?

2. Briefly describe the proposed project. Is this part of a larger research project? Is this part of a course? If so, how is the project apart from the nature and scope of activities normally taken for the course (Please attach a copy of your course syllabus)?

3. Give an assessment of the project's significance to the student's discipline and of the project's educational and/or professional benefit to the student.

4. Comment on the qualifications of the student to successfully complete this project, both in terms of the project's scope and its time frame.

5. Comment on the justification and appropriateness of the project budget, including the necessity of a stipend (if requesting one).

6. Describe your role in the project.

7. Include anything else that you think will be helpful to the committee in evaluating this application.

This project ___ DOES ___ DOES NOT require review by the WSU Institutional Review Board for Human Subjects or the WSU Animal Care and Use Committee.

Project Mentor Signature

Date

Campus Mail Code

Phone Extension