

UNDERGRADUATE RESEARCH SEMESTER/EXPLORATORY GRANT APPLICATION

PURPOSE

Semester/Exploratory Grants provide for smaller independent student projects including preliminary or exploratory research and follow-up expenses associated with larger projects. They are reviewed by the Grant Review Sub-committee two times per semester. There is a \$1000 budget limit and the budget may NOT 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.

DEADLINES

Please submit one copy of your proposal to the Grant Committee member in your college ATLEAST three days prior to the grant deadline. After they have returned your grant, please make any indicated corrections and submit original proposal and 11 full copies of the proposal (including cover sheet) to the Office of Undergraduate Research (LI 58, MC 2912) 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.

TIMELINE & METHODS

2 Weeks – 1 Month Before:

Proposed research activity involving human subjects or animals must be reviewed and approved by the appropriate committee (Institutional Review Board for Human Subjects, 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.

1 Week to 3 Days Before:

Submit your proposal to an Undergraduate Research Committee representative to check for completeness and appropriateness. All signatures are required at this point.

By Deadline:

After revisions have been made, obtain the signature of your Undergraduate Research Committee representative. Submit thirteen copies of the final proposal to the Office of Undergraduate Research. Proposals lacking any of the required signatures identified above will NOT be considered.

1 – 2 Weeks After Deadline:

Undergraduate Research Committee will meet to consider proposals.

Student Undergraduate Research Volunteer Information Form

We need you! And we're willing to pay. Sign up to work 20 or more hours during the CUR conference to earn a **\$100 stipend and a free t-shirt!** Here's the details:

Council of Undergraduate Research (CUR) Conference
June 16 – June 22, 2010
Weber State University

Please select one or more areas of interest:

- Hotel Shuttle Driver/Greeter
- Registration Desk
- IT Help Desk
- Airport Information Desk
- Workshop Assistant
- CUR Kids Assistant

This will be a great opportunity to meet faculty from around the nation, represent the student body at Weber State, and put some extra money in your pocket.

Student Name (last, first)	Student ID#

Phone	Email

School Address (if different than Home Address)	

I, _____ agree to volunteer 20 hours from June 16-22 to earn a \$100.00 stipend and a free t-shirt!

Student Signature

Date

UNDERGRADUATE RESEARCH SEMESTER/EXPLORATORY GRANT APPLICATION Cover Sheet

Amount Requested: _____

Is there more than one person involved in this grant? YES / NO

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>

Project Information

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

Campus Mail

Phone Ext.

Undergraduate Research Committee Representative

Date

Faculty Mentor Department Chair

Date

Please use the "Additional Students" form for multiple students.

UNDERGRADUATE RESEARCH SEMESTER/EXPLORATORY GRANT APPLICATION

Additional Students 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 SEMESTER/EXPLORATORY GRANT APPLICATION Budget Worksheet

BUDGET ITEM	Department or College Funds	Outside Agency Funds	Personal Funds	Undergrad. Research Funds	GRAND TOTAL
Materials					
Equipment					
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.

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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 (\$1000 maximum).

- 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)
- Stipends are not awarded for semester grants.

UNDERGRADUATE RESEARCH SEMESTER/EXPLORATORY 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