Office of Undergraduate Research

Program Review

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Office of Undergraduate Research (OUR)

Program Review Goals

1. Evaluate programs and services offered by OUR to students and faculty for quality, effectiveness and breadth. Recommend areas of strength and areas needing improvement.
2. Re-evaluate the mission and purpose of the OUR to increase effectiveness and efficiency.
3. Ensure OUR has the necessary resources for fulfilling its mission, such as:
   a. funding
   b. position at WSU
   c. space
   d. staffing
   e. communication platforms and materials (website, social media, brochures, etc.)
   f. system for tracking and reporting undergraduate research assessment data
4. Ensure alignment with Academic Affairs divisions and university mission, as well as the university core themes and objectives.
5. Create action plans and identify initiatives needed to take WSU's OUR to the next level to be seen as a national leader in undergraduate research.

I. Unit Mission, Goals and Outcomes
   A. Brief History

The Office of Undergraduate Research (OUR) was established in August 2004. Academic Affairs created a 0.25 Director position and charged this individual with creating the OUR to enhance opportunities for students and their faculty mentors across campus. A small budget for the Office allowed a student hourly worker to assist in secretarial support.

During the fall of 2004, a committee of faculty were assembled and criteria drafted for student research grants. The first call for proposals occurred in late fall 2004. The first campus wide symposium for students to disseminate the results of their research was held in March of 2004.

The Director position was increased to 0.5 time and a salaried 0.75 time office administrator was added in 2006.

In 2007 Lori Lundell, a WSU student, met with the Director of OUR and requested that an undergraduate research journal be created for student dissemination of research. The journal was named "Ergo" and Lori became the first editor. The first volume was published in March 2007.

The OUR has secured and hosted several state and national conferences on undergraduate research. The Council on Undergraduate Research's National Conference was hosted by OUR in June 2010, the Utah Conference on Undergraduate Research in February 2011 and the National Conference on Undergraduate Research in March 2012.   OUR will host the Utah Conference on Undergraduate Research in February 2019.

   B. Department Mission

The mission for the OUR was developed in 2004 by faculty representatives from each of the seven colleges at Weber State University.

To strengthen and enhance the learning environment at Weber State University by engaging and mentoring students as researchers and scholars within and across the disciplines while maintaining the highest ethical standards.

This same group of faculty defined undergraduate research at WSU as:

Undergraduate research includes scholarly and creative activities conducted by students in collaboration with mentors, for the purpose of examining and creating knowledge or works in ways consistent with practices within the discipline.

The mission of Weber State University is:

Weber State University provides associate, baccalaureate and master degree programs in liberal arts, sciences, technical and professional fields. Encouraging freedom of expression and valuing diversity, the university provides excellent educational experiences for students through extensive personal contact among faculty, staff and students in and out of the classroom. Through academic programs, research, artistic expression, public service and community-based learning, the university serves as an educational, cultural and economic leader for the region.

WSU interprets this mission as having three Core Themes, "Access", "Learning" and "Community" (see Appendix 1). The OUR mission supports each of the University Core Themes. This support is provided through objectives I.B. Achievement, II. A. Engagement and II. D. Inquiry. Students participating in undergraduate research are more likely to pursue graduate education and continue pursuing research activity (Hathaway et al. 2002). Undergraduate students who have engaged in research develop critical thinking and problem solving skills that

are difficult to acquire in a traditional classroom setting but important for their success in life (Lopatto 2010). By definition, undergraduate research provides an "engaged learning environment founded on extensive personal contact" with a faculty mentor. In addition, OUR supports the Core Theme of "Community" through objective III. C. Economy. Students engaged with faculty on research, scholarly and creative activities have the potential to facilitate economic development through community-based research.

C.   Office of Undergraduate Research Outcomes

The OUR has adopted the following learning outcomes for students participating in an undergraduate research experience.

1. Articulate a clear research question, hypothesis, or creative objective statement.
2. Identify and utilize relevant previous work that relates to topic and know how project fits.
3. Define, articulate and use terminology, concepts and theory germane to the discipline.
4. Know and apply problem solving and critical thinking skills to constructively address project.
5. Work collaboratively with others using listening and communication skills.
6. Work autonomously in an effective manner setting and meeting deadlines.
7. Present the research effectively in a conference setting and/or a written publication.

These outcomes were assessed with the *Undergraduate Research Student Assessment*. This is a self-report assessment distributed at the Undergraduate Research Symposium (see VII below). The results of the assessment suggest that students completing an undergraduate research experience meet these learning outcomes.

II.   Core Programs, Services and Outreach

The OUR provides resources and opportunities for students from each college engaged in undergraduate research, scholarly and creative activities. Students receive funding to support research projects, and for travel to disseminate at professional conferences and meetings. OUR also provides support for students to disseminate at the Utah Conference on Undergraduate Research, and the National Conference on Undergraduate Research. The OUR also publishes *Ergo*, the WSU undergraduate research journal.

A.   Core Programs
1.   Research Grants

OUR solicits requests for proposals (rfps) each fall and spring semester. Students write and submit grants to support their research projects (Appendix 2). Each proposal is read and ranked by the Grants Committee (Tables 1-5). After reading and ranking the proposals the committee convenes for discussion and the awarding of funds. Four rfps are offered each academic year; two during the fall semester and two during spring semester.

Table 1. Grants Committee Membership for the 2016-2017 academic year.

Name	College	Department
Nazneen Ahmad	Business & Economics	Economics
Fon Brown	EAST	Engineering
Hailey Gillen Hoke	Arts & Humanities	Communication
Rod Hansen	Education	Nutrition
Gary Johnson	Social & Behavioral Science	Political Science
Matt Nicholaou	Health Professions	Medical Laboratory Science
Heather Root	Science	Botany

Table 2. Grants Committee Membership for 2015-2016 academic year.

Name	College	Department
Nazneen Ahmad	Business & Economics	Economics
Christian Hearn	EAST	Engineering
Anne Bialowas	Arts & Humanities	Communication
Rod Hansen	Education	Nutrition
Gary Johnson	Social & Behavioral Science	Political Science
Travis Price	Health Professions	Medical Laboratory Science
Chris Hoagstrom	Science	Zoology
Kathy Payne	Library	

Table 3. Grants Committee Membership for 2014-2015 academic year.

Name	College	Department
Nazneen Ahmad	Business & Economics	Economics
Joseph Wolfe	EAST	Engineering
Anne Bialowas	Arts & Humanities	Communication
Rod Hansen	Education	Nutrition
Gary Johnson	Social & Behavioral Science	Political Science
Travis Price	Health Professions	Medical Laboratory Science
Chris Hoagstrom	Science	Zoology
Kathy Payne	Library	
James Taylor	Office of Sponsored Projects	

Table 4. Grants Committee Membership for 2013-2014 academic year.

Name	College	Department
Nazneen Ahmad	Business & Economics	Economics
Joseph Wolfe	EAST	Engineering
Amanda Sowerby	Arts & Humanities	Communication
Rod Hansen	Education	Nutrition
Gary Johnson	Social & Behavioral Science	Political Science
Travis Price	Health Professions	Medical Laboratory Science
Chris Hoagstrom	Science	Zoology
Kathy Payne	Library	

Table 5. Grants Committee Membership for 2012-2013 academic year.

Name	College	Department
Nazneen Ahmad	Business & Economics	Economics
Joseph Wolfe	EAST	Engineering
Amanda Sowerby	Arts & Humanities	Communication
Jordan Utley	Education	Athletic Training
Gary Johnson	Social & Behavioral Science	Political Science
Travis Price	Health Professions	Medical Laboratory Science
Chris Hoagstrom	Science	Zoology
Kathy Payne	Library	

Student projects are funded through two different grant opportunities, long-term and short-term grants. Long-term grants support substantial, in-depth projects that normally span two semesters and may include summer research. The maximum request is $3500 and may include a research scholarship which can be used to support the student during the project. Short-term grants provide for smaller student research projects including preliminary or exploratory research and follow-up expenses associated with larger projects. These grants have a $1000 maximum request. Short-term grants are also used for research projects associated with a course requirement. Research scholarships are not allowed for short-term grants.

The number of projects funded during the review period from each college are listed in Tables 6-10. A total of 204 research grants were funded ($267,667.29) through OUR during the program review period.

Table 6. Research grants funding summary for the 2016-2017 academic year.

College	Number of Proposals Submitted	Number of Proposals Funded	Amount Funded ($)
Arts and Humanities	2	2	$6,689.80
Business and Economics	2	1	$600
Education	1	1	$600
Engineering, Applied Science and Technology	3	3	$8,542.91
Health Professions	5	4	$11,540.00
Science	10	9	$17,256.89
Social and Behavioral Science	6	4	$6,910.00

Table 7. Research grants funding summary for the 2015-2016 academic year.

College	Number of Proposals Submitted	Number of Proposals Funded	Amount Funded ($)
Arts and Humanities	4	3	$7,102.00
Business and Economics	2	2	$550.00
Education	4	4	$7,436.00
Engineering, Applied Science and Technology	9	9	$20,836.76
Health Professions	7	6	$18,461.00
Science	8	7	$21,399.92
Social and Behavioral Science	12	12	$27,549.71

Table 8. Research grants funding summary for the 2014-2015 academic year.

College	Number of Proposals Submitted	Number of Proposals Funded	Amount Funded ($)
Arts and Humanities	2	1	$950.00
Business and Economics	1	1	$1,000.00
Education	3	3	$7,854.64
Engineering, Applied Science and Technology	6	6	$15,156.37
Health Professions	11	10	$26,702.64
Science	24	19	$29,669.44
Social and Behavioral Science	9	8	$13,299.79

Table 9. Research grants funding summary for the 2013-2014 academic year.

College	Number of Proposals Submitted	Number of Proposals Funded	Amount Funded ($)
Arts and Humanities	0	0	$0
Business and Economics	1	1	$3,000.00
Education	3	3	$7,422.69
Engineering, Applied Science and Technology	3	3	$6,334.00
Health Professions	5	5	$9,873.00
Science	17	16	$30,657.65
Social and Behavioral Science	14	11	$18,301.60

Table 10. Research grants funding summary for the 2012-2013 academic year.

College	Number of Proposals Submitted	Number of Proposals Funded	Amount Funded ($)
Arts and Humanities	2	1	$1,000.00
Business and Economics	0	0	$0
Education	5	3	$5,335.44
Engineering, Applied Science and Technology	6	5	$6,151.40
Health Professions	12	10	$25,167.50
Science	18	15	$31,143.25
Social and Behavioral Science	9	8	$7,528.20

Grants in support of undergraduate research supports several objectives within the WSU Core Themes. The Theme of "Access" is supported through the objective of Achievement. Students participating in undergraduate research are more likely to pursue graduate education and continue pursuing research activity (Hathaway et al. 2002). In addition, undergraduate students who have engaged in undergraduate research develop critical thinking and problem solving skills that are difficult to acquire in a traditional classroom setting but important for their success in life (Lopatto 2010). The Core Theme of "Learning" is supported through the Engagement and Inquiry objectives. Not only do funds provided by OUR support student research but in many cases students are working on projects associated with faculty research and contributing in substantive ways to major research programs (II.D.). In addition, by working with faculty on community-based research projects the student grant program also supports Core Theme "Community" through the Economy objective.

2. Travel Grants and Dissemination

OUR accepts travel grants from students to disseminate research at professional conferences and meetings anytime throughout the year. This policy was needed to accommodate variable conference and meeting schedules throughout the year. Students may request up to $1,000 for travel to present at professional conferences and meetings. Each proposal is reviewed by the director for compliance with travel policies. During the program review period no requests were denied funding and 206 undergraduate travel grants were funded totaling $159,389 (Table 11). Requests and corresponding funding for travel has generally increased (Figure 1).

The primary source of funding for these travel grants comes from student fees as managed by the WSU Student Association. The WSUSA committee also provides funding to support graduate student travel for dissemination of results. These funds are also managed through OUR. Graduate student travel is limited to $500 per proposal. The unused funds allocated to graduate travel are, by agreement, utilized to support additional undergraduate travel.

Table 11. Travel grants funded during 2012-2013 – 2016-2017.

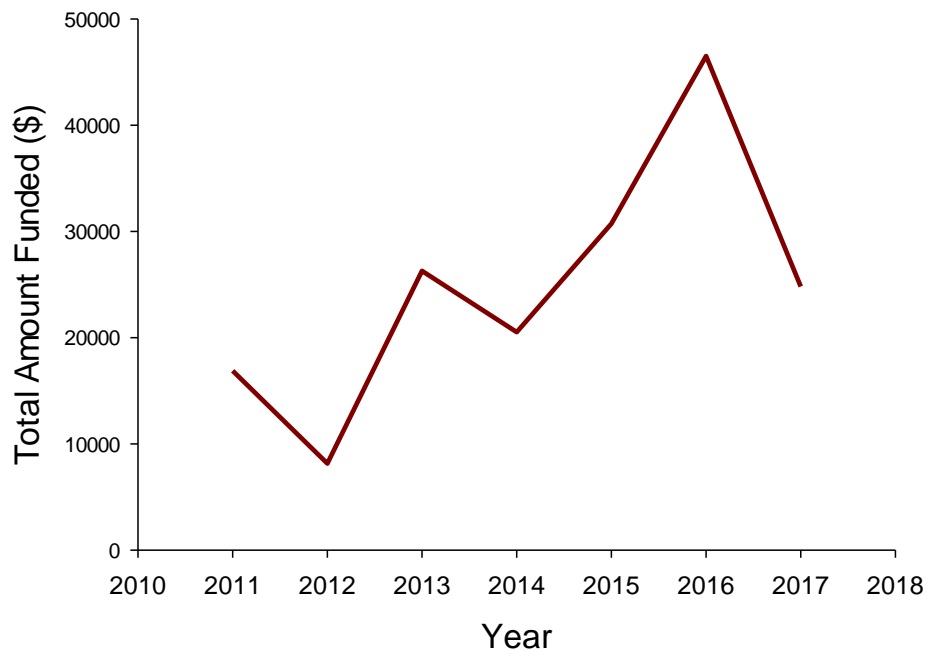|	2013	2014	2015	2016	2017	Total
Arts and Humanities	7	6	13	17	7	50
Business and Economics	0	0	0	0	0	0
Education	3	4	3	11	6	27
Engineering, Applied Science and Technology	0	0	0	0	1	1
Health Professions	2	7	4	6	0	19
Science	14	13	10	6	9	52
Social and Behavioral Science	9	9	15	15	9	57
Total	35	39	45	55	32	206

Figure 1. Travel funding provided for undergraduate research dissemination since 2011.

In addition to professional meetings and conferences, OUR provides funding in separate rfps to send students to the National Conference on Undergraduate Research, and the Utah Conference on Undergraduate Research. WSU sent a total of 94 students to present research at NCUR conferences 2013-2017 (Table 12).

Table 12. Weber State University participation in the National Conference on Undergraduate Research.

College	Number of Presentations 2013	Number of Presentations 2014	Number of Presentations 2015	Number of Presentations 2016	Number of Presentations 2017
Arts and Humanities	3	1	1	2	0
Business and Economics	0	0	0	2	1
Education	0	1	1 *(Not funded by OUR)*	0	3
Engineering, Applied Science and Technology	0	0	0	0	0
Health Professions	6	5	6 *(4 Not funded by OUR)*	9 *(6 Not funded by OUR)*	2
Science	4	10	3	4	0
Social and Behavioral Science	8	7	6	4 *(1 Not funded by OUR)*	4 *(1 Not funded by OUR)*
BIS	0	0	1	0	0
Total	21	24	18	21	10

A small amount of one-time monies was secured through the Office of Academic Affairs to support faculty mentor travel. These funds are provided for faculty to accompany their student disseminating at a professional conference or meeting. The intent is for the faculty member to accompany the student and ensure that they become acquainted with the culture of the professional conference setting and receive support at the meeting.

Travel Grants support several objectives within the WSU Core Themes. The Theme of "Access" is supported through the objective of Achievement. Students participating in undergraduate research including dissemination are more likely to pursue graduate education and continue pursuing research activity (Hathaway et al. 2002). In addition, undergraduate students who have engaged in undergraduate research develop critical thinking and problem solving skills that are difficult to acquire in a traditional classroom setting but important for their success in life (Lopatto 2010).   The Core Theme of "Learning" is supported through the Engagement objective. In addition, by working with faculty on community-based research projects the student grant program also supports Core Theme "Community" through the Economy objective.

3. Integrating Undergraduate Research into the Curriculum (IURC)

In the spring of 2017 the OUR formed a new committee (Table 13) charged to integrate undergraduate research into the curriculum (IURC). Academic Affairs has recently set new goals to enhance student success at WSU by increasing the use of high-impact practices in the curriculum. These high-impact practices increase student retention and enhance student success. Undergraduate research is considered a high-impact practice because across various levels of participation students are required to utilize and develop high level skills that enhance their learning; e.g. critical inquiry, reading and writing literacies, and information synthesis. The committee's progress to date is listed below

- Form a committee with representatives from every college at WSU with the charge of integrating undergraduate research, scholarship, and creative works into the curriculum at WSU (Complete, Spr. 2017)
- Characterize and quantify undergraduate research, scholarship, and creative works that are currently being performed in the curriculum at WSU (Faculty survey competed, Fall 2017)
- Create criteria to designate the presence and extent of research, scholarship, and creative works being conducted in a particular course (Process of survey data, planned completion Spr. 2018)
- Use established criteria to define a course designation similar to the CBL designation used by the Center for Community Engaged Learning (CCEL) (Planned completion Spr. 2018)
- Adapt existing CCEL processes for course designation (Planned completion Spr. 2018)
- Develop faculty grant funding process for encouraging the development of research, scholarship, and creative works into current WSU courses with a special focus on general education courses (Planned completion Spr. 2018)
- Develop student recognition similar to Excellence in Community Engagement and CIVITAS that will show on student transcripts (Planned completion Spr. 2018)
- Implement IURC program at WSU (Planned Fall 2018)

Table 13. Undergraduate Research Curriculum Committee.

Name	College
Aaron Ashley	Social & Behavioral Science
Nazneen Ahmad	Business & Economics
Paul Schvaneveldt	Education
Hailey Gilen Hoke	Arts & Humanities
Carie Frantz	Science
Tracy Covey	Science
Matt Nicholaou	Health Professions
Suketu Naik	Engineering, Applied Science & Technology

4. Research Scholars' Program

The OUR developed a Research Scholars' Program (Scholars' Program) during the 2017-2018 academic year. During the 2016-2017 academic year, an advisory board to the OUR commenced with the objective of designing the Scholars' Program and recruiting students. The program includes a scholarship spread over four academic

years. The primary objective is to expose students to scholarly processes early in their academic career, and thus allowing them to initiate independent research, scholarly or creative activity during their last two academic years.

The purpose of the program is to provide student scholars the opportunity to join a premier undergraduate research community and experience an education where discovery is central to their learning environment. The University Scholars Program is a four-year program that moves students from having limited experience and exposure in a field to the point where they engage, discover, and create on their own under the advisement of a faculty mentor. University Scholars will acquire a deep understanding of research or creative processes, master the knowledge and skills in their selected field of study, and with the guidance of a faculty mentor, have the opportunity to produce original work. As part of this program, the Scholars are awarded a scholarship and a research assistantship, working closely with an assigned faculty member. University Scholars will be required to disseminate their work, and where appropriate, submit their work for publication.

Annual Research Assistantship Scholarships

Year 1: $500 scholarship ($250 per semester)
Year 2: $500 scholarship ($250 per semester)
Year 3: $1000 scholarship ($500 per semester)
Year 4: $1000 scholarship ($500 per semester)

Minimum scholarship requirements:

1. Enroll in and successfully complete 15 credit hours of coursework each semester
2. Maintain a 3.0 cumulative GPA
3. Earn a C or higher in WSU 1560 (required course during first-semester of the first-year) entitled Research, Creativity, and Exploration Among the Disciplines.
4. A letter of reappointment from a faculty mentor: the faculty mentor will comment on the Scholar's commitment, responsibility, and motivation.

The primary objective is to expose students to scholarly processes early in their academic careers, and thus allowing them to initiate independent scholarship during their last two academic years. In the first two years, each Scholar is a research assistant and assigned to work with a faculty mentor (based on their choosing). The Scholar engages in about 20 hours per semester of scholarly work with their faculty mentor. After the first two years, the Scholars are encouraged to conduct independent research and apply for research grants.

A four-year program that moves students from having limited experience and exposure in a field to the point where they engage, discover, and create on their own under the advisement of a faculty mentor. The Scholars will work closely with and assist faculty with engaging research and creative endeavors. The Scholars will be awarded a research scholarship in each of the four years. Entering Scholars will have the option to participate and conduct their independent research related to a multidisciplinary theme (e.g., what does sustainable development mean in a specific discipline, or piggyback on a common theme found in the Engaged Learning Series). During the first two years, all students will enroll in WSU 1560 entitled, Research, Creativity, and Exploration among the Disciplines, be a research assistant for their mentor, participate in monthly seminars to explore ways to build on their educational experiences (e.g., community-engaged learning, study abroad, research seminars, Engaged Learning Series), and participate in group activities such as parties, community service activities, or community-based research. In the third and fourth years, Scholars will undertake an individual project chosen by the student in consultation with their faculty mentor and will have an opportunity

to disseminate their work at the end of the fourth year. Continuation in the Scholars program is conditional on meeting the minimum criteria set forth below and recommendations of faculty mentors.

- Year 1:
  The Scholars will attend two orientation seminars per semester, which may include attending a seminar as part of the Engaged Learning Series. Each Scholar will be assigned a faculty mentor who does research in an area that potentially overlaps with the student's interest. During the first year, Scholars are required to enroll WSU 1560 entitled, Research, Creativity, and Exploration among the Disciplines, a general education course designed specifically for WSU Research Scholars. In this course, the scholars will be exposed to research methodology and creative endeavors, earning the students 3 credit hours towards two general education requirements: Social Science and Humanities & Arts. WSU 1560 will be taught by at least two faculty members who have expertise in either research methods (i.e., social sciences, etc.) or arts and humanities (e.g., creative/written arts, etc.). While taking this course, students will be expected to work closely with their assigned faculty mentors to learn about and participate in research or creative processes in their disciplines as well as interview other faculty about their research or creative processes. Students will report on their research assistant experiences and their findings from interviewing faculty. During the second semester, the Scholar will engage in directed readings with an assigned faculty mentor, and continue to be a research assistant.
- Year 2:
  During the second year, the scholars will continue to work closely with faculty mentors as research assistants designed to introduce students to specialized fields or research methods. With the aid of a faculty mentor, students will begin to explore ideas for their research or creative endeavor project and identify needs for funding the project. If appropriate, a student will apply for an undergraduate research grant to begin their research during the spring and summer semesters.
- Year 3:
  Beginning in the third year, all students will undertake an individual project chosen by the student in consultation with their faculty mentor. Additionally, the scholars will mentor first and second year scholars, offering peer support and advice. The scholars will identify funding needs to complete their independent work and given opportunities to apply for undergraduate research grants.
- Year 4:
  In the fourth year, the scholars will continue with their project and continue to mentor other scholars. The scholars will be given opportunities to disseminate their work.

The purpose of the Scholars' Program aligns with the goals of Weber State University and several divisions of the University. The mission of the University includes providing students with educational experiences through extensive personal contact among faculty, students, and staff, including outside of the classroom. The mission recognizes that academic programs and activities, including research and artistic expression, serve an important role for the University in being an educational leader in the region.

Ultimately, the Scholars' program is one avenue for enhancing the learning environment for a select group of students and provide them an undergraduate research experience across the disciplines. Its purpose aligns with the vision of the OUR and the missions of Academic Affairs and Student Affairs. To summarize, Academic Affairs focuses on providing learning opportunities, and Student Affairs serves the needs of a diverse student population by offering educational experiences, leadership opportunities, and academic support which advances the social, intellectual, cultural, and civic development of students.

A goal of the University is to cultivate successful students.

A successful student is:

1. Engaged in deep learning

2. Resilient
3. Invested in their personal, academic, and professional future
4. Proactive in seeking and using resources to promote their academic and professional success and achievement

An environment that cultivates successful students is one with the following pillars:

1. Belonging
2. Guidance and support
3. Engagement
4. Skills and Knowledge

The Scholars' Program is focused on providing and <u>engaging students in deep-learning</u> through research, creativity, and exploration. Through this process, they will develop a unique set of skills and knowledge. The students who are selected to participate in this program are proactive in seeking and using resources to promote their academic goals. As part of the application process (to become a Scholar), each applicant composed a *Statement of Interest in Doing Research*. In these statements the applicants demonstrated the investment they want to make for their education and academic experiences.

Scholarly exploration is challenging, and at times intimidating. Being a Scholar is a unique experience, where the Program is designed to establish collaboration and a supportive network. The Program is designed so that each student will feel like they belong to a unique program and have guidance and support along the way. The Scholars will benefit from perseverance and successful accomplishment of their research goals.

Certain undergraduate opportunities have been deemed *high impact*. According to Kuh (2008), High impact practices share several traits:

- demand considerable time and effort
- facilitate learning outside of the classroom
- require meaningful interactions with faculty and students
- encourage collaboration with diverse others
- provide frequent and substantive feedback.

Undergraduate research experiences embody these key traits.

Faculty members can enhance their teaching by engaging undergraduate students in their research. Undergraduate research provides opportunities for students to develop knowledge of a particular discipline, and in the process build confidence.

2017-2018 academic year:

17 Scholars were admitted to the program.

17 Scholars are enrolled in WSU 1560, "Research, Creativity, and Exploration Among the Disciplines." The students in this class have participated in 12 faculty seminars (guest lectures) from various disciplines on campus.

17 Scholars have been assigned a research assistantship, and have provided a research assistantship agreement form.

The following disciplines are represented by research assistantships:

- History
- Medical Sciences
- Mathematics

- Zoology
- Microbiology
- Psychology
- Business and Economics
- Physics
- Political Science
- Engineering
- Elementary Education
- Nursing

A welcome dinner was hosted by Dr. Therese Grijalva. The Scholars, their faculty mentors, and others interested in undergraduate research attended the welcome dinner.

The Scholars have been provided a Seminar Log to keep track of seminars or speaker series events that they have attend.

5. Undergraduate Research Symposium and Celebration

The OUR organizes and hosts an annual symposium the last Monday of March each year. The symposium provides an opportunity for WSU students to disseminate the results of undergraduate research, scholarly and creative activities.

The 14th annual symposium will be held Monday March 26, 2018. Presentations include posters sessions, oral presentations and performance art presentations. The symposium also includes an awards luncheon were mentor and student research awards are presented for each College.

Table 14. Participation in the Annual Undergraduate Research Symposium and Celebration. Number represents projects disseminated.

	2013	2014	2015	2016	2017
Arts and Humanities	7	24	21	22	8
Business and Economics	0	1	4	3	2
Education	5	2	4	11	19
Engineering, Applied Science and Technology	3	5	4	5	8
Health Professions	42	16	14	13	13
Science	28	27	23	23	25
Social and Behavioral Science	14	12	27	22	15
BIS	1	5	4	3	1
Total	100	92	101	102	91

6. Ergo

ERGO is Weber State University's Undergraduate Research Journal. The journal is led by a staff of students including editor, assistant editor, and graphic designer. Each article is peer reviewed by a committee of students

and faculty from WSU. Ergo accepts full-length articles and research summaries from students in all disciplines, including community-based research projects. ERGO provides a unique opportunity for undergraduates to experience the process of publication and dissemination. Eleven volumes have been published since the first volume in spring 2007. Statistics on ERGO articles published are provided in Table XX.

Dissemination opportunities for WSU students also includes publication in Ergo.

Table 15. Number of manuscripts published in Ergo by College.

	2013	2014	2015	2016	2017
Arts and Humanities	1	0	0	0	1
Business and Economics	0	0	2	6	3
Education	0	1	0	2	0
Engineering, Applied Science and Technology	0	1	0	0	0
Health Professions	5	7	6	4	3
Science	4	4	4	3	2
Social and Behavioral Science	0	1	2	4	2
BIS					
Total	10	14	14	19	11

B. Campus Outreach and Collaborations

Program and services are advertised in several different ways. A website describing all programs and activities is maintained, a yearly calendar of events is mailed to faculty at the beginning of each academic year, posters and signs are made and placed in and around each of the major buildings. Advertising is also accomplished by posting activities on the campus calendar, and on the Student Union electronic display boards. Special events are also advertised through campus mailings. WeberSync, a program for tracking participation and communicating activities, is used by all OUR students.

As part of Academic Affairs, OUR collaborates with other departments and entities. Each academic year the OUR Director provides a workshop for the Teaching and Learning Forum and attends their "New Faculty Retreat" to introduce new faculty to OUR programs. The OUR works with SPARC to identify student research in sustainability and hosts their annual research awards during the Symposium Luncheon. The OUR director attends the Honors Program's annual Aletheia Banquet each February to discuss OUR programs and opportunities with prospective WSU students and their parents.

III. Leadership and Staffing

The OUR leadership and staffing is structured with 3 levels. OUR is led by the Director who works directly with the Office Manager, two Committee Chairs (Scholars Program and Curriculum) and one committee. The Office Manager directly oversees the work of the Office Specialist, Ergo Editor and the Graphics Designer. Detail organizational and reporting structure for professional staff and students are provided in Figure 2.
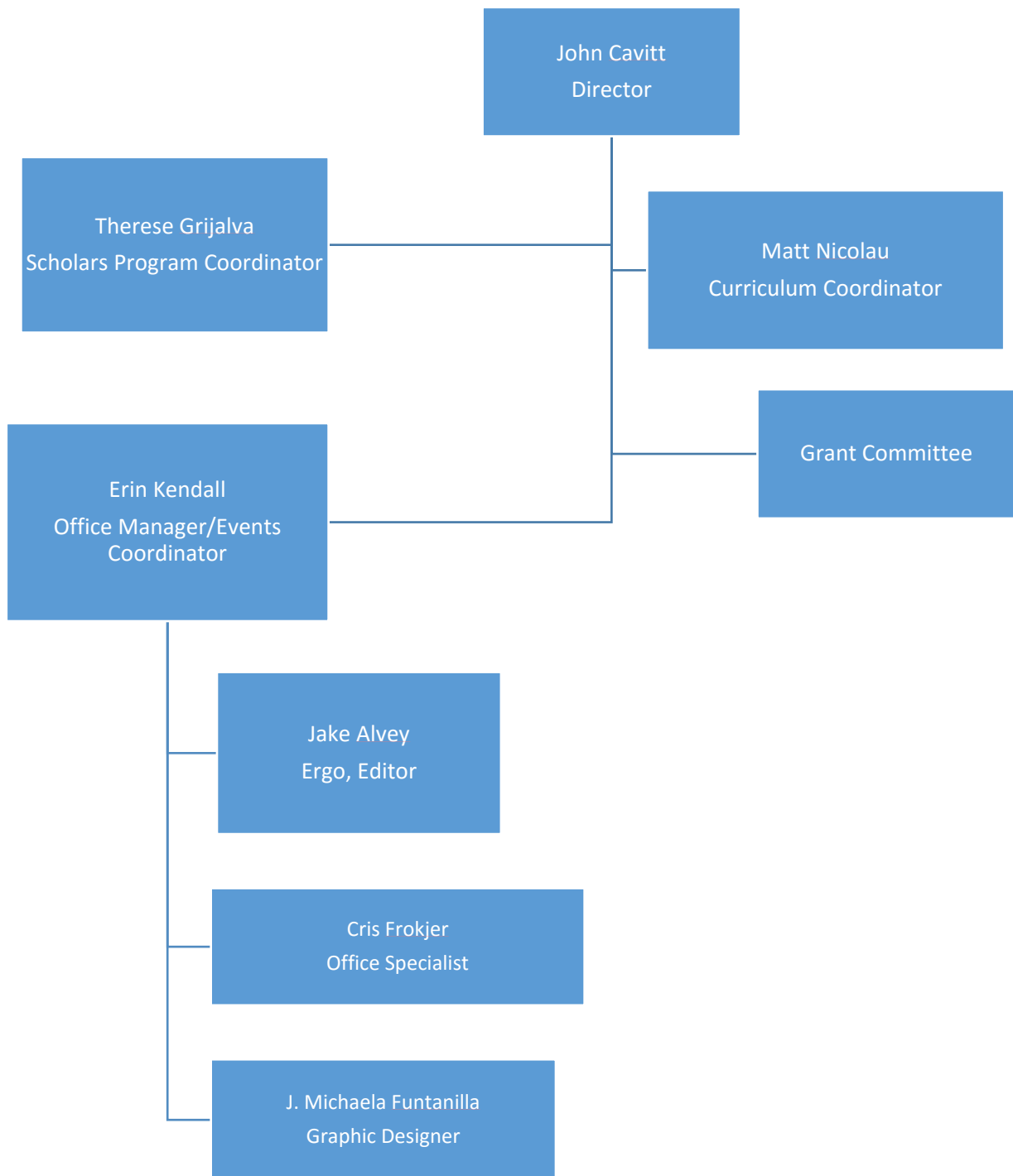
Figure 2. OUR Organizational Chart

A. Positions and Responsibilities

It is important to note that there are no truly fulltime staff within OUR. The director is 0.5 time and the office manager is 0.75 time. The remaining positions are hourly or faculty members bought out of courses. This approach has been manageable in the past but has presented challenges in expansion of existing programs, development of new programs, consistency due to hourly position turnover, and attendance at undergraduate research conferences (UCUR, NCUR).

1. **Office Manager/Events Coordinator**

Job Description:

Individual will manage various aspects of the Office of Undergraduate Research (OUR); track student grant spending while ensuring that students and faculty follow university policies and procedures, manage the OUR website as required; p-card reconciliation for office; organize files, and other various office duties as needed. Communicate undergraduate research requirements and policies to students and faculty. Assist students and faculty in various aspects of their student grant spending process. Under general direction, coordinates and plans events and activities for the Office of Undergraduate Research to enhance programs and mission of OUR; performs other duties as assigned. Other duties or tasks may be assigned on an as-needed basis.

Event Coordination

Plans, organizes, coordinates, promotes, and facilitates events including Annual Undergraduate Research Symposium, Council on Undergraduate Research National Meeting, National Conference on Undergraduate Research, Utah Conference on Undergraduate Research and other events; works with other University entities to develop registration process, website and conference activities; schedules and maintains communication with speakers, vendors, and participants; coordinates and monitors event timelines; reviews and analyzes evaluations; assists in preparing a variety of publications, materials, and programs for events; attends meetings and represents OUR to organizing committees; coordinates participation in national and state organizations; acts as prime source for promotion of activities and special events; initiates, coordinates and/or participates in all efforts to publicize promotion of OUR and activities that support the OUR mission.

Publications

Assists in coordinating publications including *Ergo*, Conference Programs, annual reports, and brochures, pamphlets, newsletters, and other materials as needed to promote the OUR mission and understanding and appreciation of undergraduate research; maintains and distributes current listings of upcoming events within and outside the university for distribution to administrators, faculty, staff, local and state agencies, educational institutions; collaborates with staff to implement information on OUR web site; reviews content on Web site to ensure consistency with OUR mission.

Directly Responsible to

Director, Office of Undergraduate Research

Requirements:

Full-time secretarial and/or clerical experience and experience using PC applications and software required. Ability to conduct day-to-day office management which included but is not limited to: Budget reconciliation, accounting, excellent record management, phone, and email skills, office supply ordering, etc… Ability to work with students and faculty in a professional manner and follow university procedures and policies and maintain confidentiality of student information.

Education, Training, and Experience

Any combination of education, training, and/or experience equivalent to completion of a bachelor's degree with major coursework in English, journalism, communications or related field. Previous experience in public relations, event planning, writing or editorial work highly desirable.

Knowledge of

Event planning, public relations and marketing principles and practices; university education system; fundamentals of writing, composition, layout, and production for publications, internet applications as they relate to public information activities.

Skill and Ability

This position requires a detail oriented person who is able to develop project budgets and monitor expenditures; edit and design a variety of materials; write in a creative, descriptive, technical or factual manner; establish and maintain cooperative relationships with those contacted in the course of work; respond to sensitive matters and/or situations with discretion, tact, and confidentiality; coordinate complex projects and meet deadlines; prepare presentations and speak effectively in various public forums; utilize standard business and desktop publishing software. Proficient in the use of PC and software applications (Windows, Microsoft Word, Excel, Adobe Indesign, etc…). Excellent organizational skills, ability to multi-task; Excellent interpersonal, oral and written communication skills; ability to collaborate and establish effective working relationships with faculty, staff, and administration; ability to meet deadlines and work accurately despite interruptions. Conduct office affairs in a professional manner while working with minimal supervision. Preference will be given to individuals with experience in an academic setting.

2. Office Specialist

Job Description:

Individual will help maintain various aspects of the Office of Undergraduate Research (OUR); track student grant spending while ensuring that students and faculty follow university policies and procedures, manage the OUR website; manage office and director's P-cards; organize files, and other various office duties as needed. Communicate undergraduate research requirements and policies to students and faculty. Assist students and faculty in various aspects of their student grant spending process. Other duties or tasks may be assigned on an as-needed basis.

Directly Responsible to

Office Manager

Requirements:

Full-time secretarial and/or clerical experience and experience using PC applications and software required. Ability to conduct day-to-day office management which includes but is not limited to: Budget reconciliation, accounting, excellent record management, phone, and email skills, office supply ordering, etc… Ability to work with students and faculty in a professional manner and follow university procedures and policies and maintain confidentiality of student information. Proficient in the use of PC and software applications (Windows, Microsoft Word, Excel, Adobe Indesign, etc…). Excellent organizational skills, ability to multi-task; Excellent interpersonal, oral and written communication skills; ability to collaborate and establish effective working relationships with faculty, staff, and administration; ability to meet deadlines and work accurately despite interruptions. Conduct office affairs in a professional manner while working with minimal supervision. Preference will be given to individuals with experience in an academic setting.

3. Graphic Designer

Job Description:

The Graphic Designer will assist the OUR by creating promotional material for undergraduate research initiatives. This includes brochures highlighting student and faculty funding opportunities, flyers and signage for Ergo (the undergraduate research journal), newsletter highlighting student/faculty achievements in research and materials promoting the National Conference on Undergraduate Research, Utah Conference on Undergraduate Research, the Annual Undergraduate Research Symposium and Celebration.

Directly Responsible to

Office Manager

Requirements

Responsible for conceptualization and implementation of design solutions that meet OUR marketing strategies. Creation of design solutions, from concept to completion, in a wide range of graphic applications. Creates and edits high-end quality graphics, using easy and visually understandable illustrations that correspond with the written documents. Uses graphic design – Adobe Creative Suite- tools skillfully to produce efficient and accurate graphics. Analyzes and improves existing illustrations and photographs. Meets production deadlines and project schedules. Responsible for creating and maintaining exceptional quality and value in all projects.

4. Ergo Editor

Job Description

The Editor along with the staff is responsible for the editorial oversight of OUR's journal *ERGO*. The student editor is responsible for all aspects of the design, marketing and production of WSU's undergraduate research journal. This includes soliciting manuscripts, coordinating manuscript review, publication decisions, article editing, coordinating design and publication.

<u>Directly Responsible to</u>
Office Manager
<u>Requirements</u>
Experience in writing and publication, and responsiveness and flexibility is essential. This role deals with tight production deadlines, so the editor must have excellent time management skills. The editor must be proficient in the use of PC and software applications (Windows, Microsoft Word, Excel, Adobe Indesign, etc…).

5. **Research Scholars Coordinator**

<u>Job Description</u>
The Undergraduate Research Scholars Program engages a select group of top students from each discipline in a four-year program designed to introduce them to undergraduate research, scholarly or creative activities. The coordinator will develop a rigorous program to engage top students from all disciplines in undergraduate research from their freshman to senior year, oversees Undergraduate Research Scholars Program and Chairs the Scholars Guidance Committee. The Coordinator will serve as advisor for program participants, seeks funding opportunities to support the Scholars Program, assist in the coordination and visioning of the OUR, and participates in leadership team for the OUR.

<u>Directly Responsible to</u>
Director, OUR
<u>Requirements</u>
Fulltime tenure-track faculty member with a demonstrated record in teaching and scholarship. Coordinator must have an excellent track record of mentoring students in research, scholarly or creative activities and a demonstrated ability to work with all disciplines. Experience in securing external funding both through sponsored projects and development is also required.

6. **Director**

<u>Job Description</u>
Lead administrative and general operations of the OUR and its core programs. This includes; oversee fund raising, donor stewardship, staff supervision, execution of communication strategy, facilitate faculty mentor training, oversee core programs including WSU Scholars and travel and research grant processes - including rfp, application process, review, and grant execution. Serve as the university leader of, and advocate for, undergraduate research. Ensure university participation in undergraduate research initiatives at a state and national level. In consultation with Academic Affairs, the Director develops and executes the strategic planning of undergraduate research at WSU.

<u>Directly Responsible to</u>
Associate Provost for Engaged Learning
<u>Requirements</u>
Fulltime tenure-track faculty member with a demonstrated excellence in teaching and scholarship. Must have an excellent track record of mentoring students in research, scholarly or creative activities and a demonstrated ability to work with all disciplines. Must have excellent communication skills and interact well with students, staff, faculty and administration. Excellent track record in securing external funding both through sponsored projects and development.

B. Decision Making

Most decisions regarding the direction of the OUR are made at the director level in consultation with Associate Provost for Engaged Learning. These decisions are also informed by discussions that occur at staff meetings and

one-on-one meetings. The director, and the Associate Provost for Engaged Learning meet for an hour bi-weekly to share information, make decisions, get input on the direction of programs, and other relevant topics.

OUR has also created a series of committees to help guide the decision-making process.

Grant Committee
Responsible for evaluating and awarding funding for student research grants and faculty travel grants.   This committee also is responsible for facilitating the selection process for outstanding student and mentor research awards awarded at the annual undergraduate research symposium. Members consist of a faculty representative from each of the seven colleges.
Scholars Program Advisory Committee
Responsible for developing the Scholars Program, selecting candidates and guiding the direction of the program. Members consist of faculty representatives from each of the seven colleges.
Curriculum Committee
Responsible for developing proposal for designating WSU courses that contain an undergraduate research emphasis. They are also developing a process to encourage and develop research within the curriculum. Members consist of faculty representing each of the seven colleges.

C.   Training and Professional Development

All new staff are provided an orientation and training for their positions by either the director or office manager. A jobs-manual is maintained by the Office Manager that outlines duties and processes for the OUR. The manual is shared with staff as appropriate for their positions. Professional development is also available and encouraged to all staff throughout the year. WSU's Workplace Learning Program offers courses and seminars that are encouraged to all staff.

D.   Additional Staffing Needs

There are several immediate staffing needs identified for OUR. First, an Assistant Director is needed to help manage the increasing demands of growing programs and assist in the development of new initiatives for undergraduate research. The Assistant Director would be responsible for managing the student grant program, serve as the ERGO advisor, and liaison with the Scholars Program. In addition, the Assistant Director will provide support to faculty and departments trying to incorporate undergraduate research into their programs.

Secondly, there is a need for a salaried staff member to serve as bookkeeper for OUR. Currently, OUR manages roughly 150 financial accounts at any given time. Funds tracking and ensuring compliance with university purchasing requirements is time consuming and should be handled by an individual trained in bookkeeping.

IV.   Financial Resources Budget

The primary sources of funding for OUR consists of revenue through Gifts and Donations, Academic Affairs, Student Fees and Grants and Contracts. The office budget including salaries and wages are covered through Academic Affairs. This funding line supports all faculty and staff positions within OUR. In addition, all general expenses, advertising, publication of Ergo, Symposium and staff and faculty travel is covered through this account. This office budget has remained relatively constant since the inception of OUR in 2004. Student research grants are funded through Gifts and Donations. These funds are not endowed but depend on generous contributions from donors each year. As such, the annual funding is uncertain and is problematic for strategic planning, expansion of programs and new initiatives. Funding received each year from Student Fees is used to

fund a portion of student travel grants. A total of $35,000 is received annually but increase demand for student dissemination grants has necessitated additional funding. To date for academic year 2017-2018, $48,389 has been funded for student travel. An increase in funding will be requested for the 2018-2019 academic year.

A break-down of the office budget for the review period is provided in Table 15. The expenses from 2012/2013 include expenses from both hosting NCUR and a federal grant received by OUR.

Table 16. Financial information for the OUR during the program review period.

Budget Category	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Revenue	70,699	121,514	82,231	75,160	124,948
Expenditures:					
Salaries	35,480	28,698	28,636	29,208	30,795
Wages	37,414	25,531	25,726	23,554	16,504
Benefits	16,781	15,202	16,877	17,092	23,609
Current Expense	199,543	73,082	91,431	71,142	78,985
Captial Outlay	2,490	3,875	0	0	5,482
Travel	48,417	62,498	53,916	59,964	47,980
Scholarships	4,000	38,361	8,498	16,345	21,476
Total Expenses	**344,125**	**247,247**	**225,083**	**217,305**	**224,831**

V.   Facilities, Equipment and Technology

The OUR is located in the Stewart Library in the heart of the Ogden Campus. The location is centrally located and provides easy access to students and faculty. The OUR shares space with two other programs, Bachelors of Integrated Studies and the Sustainability Practices and Research Center. The major challenge with the location is space. The number of employees for OUR (8) outnumbers the current space available (3.5). Consequently, the employees do not use the OUR and work off laptops in their own offices or from home. This makes collaboration and communication very difficult and limits the effectiveness of the office.

The OUR equipment consists of computers, cameras, large format printer for posters, laser printers and shared copy machine. The current plan is to rotate a subset of computers every four years. OUR has worked closely with the Information Technology Division to ensure that all computers meet the campus software and information security standards.

VI.   Ethical and Legal Responsibilities

There are several regulations that OUR must abide to ensure safety of students, research subjects and to maintain the policies and practices of the university. All students are required to attend workshops before submitting grants and post-award funding. These workshops outline the policies and procedures of purchasing, as well as institutional requirements for IACUC (Intuitional Animal Care and Use Committtee), and IRB (Institutional Review Board).

1. Travel

Many of the student research grants and all of the dissemination grants require travel. Students arrange trips according to university travel policies following post-award training. In addition, each student is required to complete a university Assumption of Risk form. Each student is required to work with their mentor on developing the travel itinerary and the mentor is required to approve the funding request following the award. All students receive the cell phone number of both the OUR Office Administrator and Director to ensure they have access to a WSU employee during their trip.

2. P-card Training

Students receiving research grants or travel to disseminate grants may, at the discretion of the faculty mentor, receive the award funding on a declining balance MasterCard purchasing card (p-card, credit card). This facilitates the purchasing process and reduces the workload for academic departments and faculty mentors. However, students must receive training on university purchasing policies and procedures. The OUR staff provides this training prior to receiving the p-card to ensure they use the card responsibly. In addition, the student is required to visit the OUR monthly in order to submit receipts and sign p-card statements. This is a major challenge and takes considerable staff time to follow-up with students that forget or don't respond to queries.

3. Human Subjects/Animal Care and Use

All research projects involving human subjects or vertebrate animals must be reviewed by the appropriate university committee (IRB, IACUC) before any data can be collected. OUR requires that the student work closely with their faculty mentor to complete all the necessary paperwork and receive approval before funding will be released. All students complete the required training by the committees and proof of certification is submitted and placed in the student file.

VII.   Assessment and Evaluation
A. Outcomes

The OUR has adopted the following learning outcomes for students participating in an undergraduate research experience.

1. Articulate a clear research question, hypothesis, or creative objective statement.
2. Identify and utilize relevant previous work that relates to topic and know how project fits.
3. Define, articulate and use terminology, concepts and theory germane to the discipline.
4. Know and apply problem solving and critical thinking skills to constructively address project.
5. Work collaboratively with others using listening and communication skills.
6. Work autonomously in an effective manner setting and meeting deadlines.
7. Present the research effectively in a conference setting and/or a written publication.

These outcomes were established by the OUR Grant committee and will be evaluated on a continual basis to ensure programs and initiatives meet these outcomes. Outcomes were assessed with the *Undergraduate Research Student Assessment* in 2017. This is a self-report assessment distributed at the Undergraduate Research Symposium (I.C. above). The annual Symposium and Celebration represents the culmination of student undergraduate research and creative activities for our program. Consequently we distributed this survey to assess the satisfaction and learning objectives for OUR at the symposium. It is the intention that this survey provides a snapshot of undergraduate research activities at WSU. The survey instrument was composed of 20 questions and was offered to all symposium participants. Ten questions provided basic

demographic information and the remainder examined gains in application of knowledge, personal gains, gains in skills, project experience and other aspects of the project. A total of 54 students completed the survey. The distribution of student participants within each college are provided in Table 17. The vast majority of students completed their research project as seniors (81%). 52% of respondents at the symposium received funding through OUR and 69% completed the research as part of a course requirement. In addition, 74% of respondents completed the project as a member of a group. Research projects typically lasted less than 8 months (61%) and were primarily during the fall or spring semesters (77%). Most students reported spending 4 – 6 hours per week (34%) on their project. Most students (51%) spent 1 – 3 hours per week talking with their mentor about the project, with 24% spending less than 1 hour per week. Student mentor satisfaction tended to be very high; on average students reported that they were very satisfied with their mentor ($\bar{x}$ = 2.85, scores possible 0 – 3). There was no relationship between hours/week spent with the mentor and mentor satisfaction (r = 0.138, P = 0.326).

Table 17. Undergraduate Research Student Assessment Participants.

College	Number of Students
Arts and Humanities	3
Business and Economics	0
Education	7
Engineering, Applied Science and Technology	4
Health Professions	22
Science	15
Social and Behavioral Science	3

The results of the self-reported assessment suggest that students completing an undergraduate research experience meet learning outcomes (Table 18).

Table 18. Learning Outcomes Self-assessment. Multiple scores reflect the fact that several questions addressed the same learning outcome.

Learning Outcome	Avg Score (Std Dev) *0 = no gain* *1 = little gain* *2 = moderate gain* *3 = good gain* *4 = considerable gain*
Articulate a clear research question, hypothesis, or creative objective statement	3.56 (0.64)
Identify and utilize relevant previous work that relates to topic and know how project fits	3.35 (0.71)
Define, articulate and use terminology, concepts and theory germane to the discipline	3.47 (0.75) 3.38 (0.71) 3.51 (0.72)
Know and apply problem solving and critical thinking skills to constructively address project	3.29 (0.98) 3.45 (0.80)
Work collaboratively with others using listening and communication skills	3.52(0.79)
Work autonomously in an effective manner setting and meeting deadlines	3.48(0.8) 3.23(0.85)
Present the research effectively in a conference setting and/or a written publication	3.04(1.02) 3.0(0.82) 3.38(0.92)

This survey will continue to be refined and become a part of the standard assessment students will be asked to complete once they have finished their undergraduate research experience. In addition, the survey will be administrated to students participating in the symposium but who have not received funding through the OUR. These data will be used to inform programs and make decisions regarding priorities for coming years. For example, given that 69% of students are completing research as part of a course assignment, resources should be allocated to support this area of OUR. Currently, we only offer small research grants of $<1,000 for these types of projects. Perhaps other resources should be allocated for faculty to develop research opportunities within their courses.

B. OUR Program Participants
   1. Students

It is very difficult for OUR to track student participation in research, scholarly and creative activities who do not participate in OUR programs. Two data sets provide information on the total WSU student participation, the Grad Survey and the National Survey of Student Engagement. Both surveys are administered to a sample of WSU Seniors. The results of those surveys during the review period are provided in Table 19. Although there is a bit of difference between the surveys, they suggest that between 16-22% of students participate in undergraduate research during the course of their career at WSU.

Table 19. Percentage of Senior WSU students surveyed reporting participating in an undergraduate research project. Results from the WSU Grad Survey and the National Survey of Student Engagement.

Year	Grad Survey Participating in research (%)	N	NSSE Participating in research (%)	N
2013			21	943
2014	19.6	452		
2015	17.5	340	23	1948
2016	14.6	354	22	427
2017	14.9	385	21	833
Average	16.65		21.7	

OUR is much better able to track and assess students who participate in OUR programs. Students participating in OUR programs (grants, symposium, Ergo etc) are a slightly different demographic from the WSU student population as a whole (Table 20). The demographics of OUR students suggest a population slightly older, less diverse and slightly more female than the WSU population. In addition, students participating in undergraduate research are typically more likely to be full time and have a higher GPA (Table 21).

Table 20. OUR student demographics relative to WSU student population.

	OUR Avg Age	WSU Avg Age	OUR % White	WSU % White	OUR % Hispanic	WSU % Hispanic	OUR % Female	WSU % Female
2013	25	25.9	84	76.2	7.6	8	58.4	52.4
2014	25.6	25.9	82.9	77.3	7.1	8.4	55.1	52.7
2015	26	25.5	82.6	77.4	7.5	8.9	54.4	53.8
2016	26.9	25.4	84.9	77.2	6.8	9	53.5	53.5
2017	27.8	25.2	85.4	78	9	9.5	52.9	54.2
Average	26.26	25.58	83.96	77.22	7.6	8.76	54.86	53.32

Table 21. OUR student demographics relative to WSU student population – fulltime and grade point average.

	OUR % Fulltime	WSU % Fulltime	OUR AvgGPA	WSU AvgGPA
2013	75.3	40.8	3.48	2.96
2014	73.7	40.4	3.5	2.97
2015	73.5	39.9	3.5	2.95
2016	72.7	39.2	3.53	2.94
2017	64.1	37.7	3.54	2.96
Average	71.86	39.6	3.51	2.956

Further breakdown of student involvement in OUR grant programs indicates that the College of Science, Social and Behavioral Science and Health Professions apply for over 70% of the research grants (Table 22). However, Arts and Humanities, Science and Social and Behavioral Sciences receive over 77% of dissemination grants (see Table 11 above).

Table 22. Participation in research grants by college. Totals represent numbers of grants submitted.

	2013	2014	2015	2016	2017
Arts and Humanities	1	0	1	3	2
Business and Economics	0	1	1	2	1
Education	3	3	3	4	1
Engineering, Applied Science and Technology	5	3	6	9	3
Health Professions	10	5	10	6	4
Science	15	16	19	7	9
Social and Behavioral Science	8	11	8	12	4
Total	42	39	48	43	24

The campus-wide Undergraduate Research Symposium and Celebration has participation from each of the seven colleges. However, Health Professions, Science and Social and Behavioral Sciences account for 65% of participation. Three colleges, Business and Economics, Education and Engineering Applied Science and Technology each have fewer than 10% representation within the annual symposium (see Table 14 above).

Ergo represents another format for dissemination of undergraduate research at WSU. Three colleges represent 78% of manuscripts published in the journal during the review period (see Table 15 above). Arts and Humanities, Education and Engineering, Applied Science and Technology each published fewer than 5% of manuscripts during the review period.

Together these data suggest opportunities for expanding and targeting OUR programs to better serve WSU students. New initiatives should attempt to target underserved populations at WSU and work to expand participation within underrepresented colleges.

2. Faculty Mentors

A total of 178 different faculty participated in OUR activities during the review period. The faculty participating come from each of the seven colleges at WSU. The total distribution of faculty by college is provided in Table 23. These data suggest that faculty from two colleges in particular are lagging in participation in OUR programs, Business and Economics and Health Professions. Faculty from these colleges represent fewer than 10% of faculty participating in OUR programs. However, the few faculty within Health Professions participating in OUR programs actually work with a large number of students as their participation is high within the research grants, Ergo publications and the annual symposium.

Within any given year, the College of Science has the largest proportion of faculty participating in OUR programs but when the five years of data are aggregated the proportion of faculty participating in OUR programs is 0.26.

On average 33% of the faculty participating in OUR programs come from the College of Science, with 19% from the College of Social and Behavioral Sciences (Table 24). The number of faculty participating in OUR programs ranged from 57-103 and averaged 74 over the review period. In total, faculty mentored an average 1.4 students in research grants, 1.8 students at symposia and 1.5 students for travel to disseminate grants.

Table 23. Faculty Participation in Core Undergraduate Research Activities (research grants, symposium and travel to disseminate grants) during program review period 2012-2013 – 2016-2017.

College	Number of Faculty Mentors	Proportion
Arts & Humanities	30	0.17
Business & Economics	6	0.03
Engineering, Applied Science and Technology	17	0.10
Education	28	0.16
Health Professions	13	0.07
Science	46	0.26
Social & Behavioral Science	28	0.16
Library and other	10	0.06

Table 24. Distribution of faculty mentoring students in OUR programs by college and year.

	Arts & Humanities	Business & Economics	EAST	Education	Health Professions	Science	Social & Behavioral Science
2012	0.12	0.00	0.07	0.14	0.09	0.40	0.18
2013	0.16	0.01	0.04	0.12	0.06	0.37	0.22
2014	0.16	0.03	0.10	0.12	0.10	0.27	0.20
2015	0.18	0.04	0.12	0.19	0.07	0.28	0.22
2016	0.13	0.03	0.12	0.16	0.10	0.33	0.12

Table 25. Number of projects mentored per faculty member.

	Number Faculty	Grant	Symposium	Travel
2012	57	1.6	2.3	1.8
2013	67	1.5	1.8	1.4
2014	103	1.2	1.6	1.4
2015	75	1.4	1.8	1.7
2016	67	1.3	1.7	1.5
Average	74	1.4	1.8	1.5

VIII.   Summary

The OUR provides important resources and facilitates undergraduate research throughout the entire WSU campus. Over the program review period the OUR has had a few changes including the addition of two faculty leaders overseeing key initiatives, Scholars Program and IURC Committee. In addition, funding was received from Academic Affairs to allow faculty mentors travel support to accompany students disseminating at conferences.

The mission and programs of OUR aligns well with the University Mission and Core themes. The core programs of OUR have served a large number of students at WSU and both the Grad Survey and NSSE data suggest that roughly 16-20% of seniors have participated in undergraduate research. Students from each college participate in OUR programs. Those participating report good to excellent gains in each of the learning outcomes established by OUR.

There are several areas of improvement needed within OUR. First, the core programs should be re-examined to ensure that a more reflective population of WSU are utilizing them. Effort should be placed on identifying challenges and needs within colleges where participation is lagging. Assessment of outcomes should be expanded to include other metrics in addition to student self-reporting. The Director is a part-time position within OUR which makes it difficult to provide the support and structure needed for growing and expanding programs. The addition of an Assistant Director position would alleviate this difficulty and is a top priority. Space is also severely limited for current staffing and cannot accommodate growth.

Funding for OUR is only adequate. Currently funds used to support student research grants come from gifts and donations and are variable each year. A priority is to develop a more sound funding structure to ensure continuity of programs. In addition, the WSU Scholars Program is only funded through 4 years. Additional funding is needed to ensure its continuation.

Appendix 1

Appendix 1

Weber State University mission core theme objectives, indicators of achievement and empirical measures

Mission Core Theme I – ACCESS

has these objectives:	*which have these meaningful indicators of achievement:*	*which have these acceptable achievement thresholds:*
I.A. DEGREES: Weber State offers responsive associate, baccalaureate and master's degrees in liberal arts, sciences, technical and professional fields.	1. Programs and degrees are responsive to student needs.	a. WSU's overall yield from primary feeder high schools will exceed 65%.
		b. WSU's enrollment will increase at a rate that will equal or exceed 30,000 students in 2030.
		c. Reflecting WSU's dual mission of serving as a regional university and meeting the community college needs of the region, WSU distribution of degrees will reflect a balance of associate, bachelors and masters degrees.
		d. Mean community perception scores of WSU quality will maintain or increase.
I.B. ACHIEVEMENT: Students progress in their programs of study.	1. Students earn degrees.	a. WSU's first year retention rate will place it in the upper half of peer institutions.
		b. WSU's six-year graduation rate will place it in the upper half of peer institutions.
		c. WSU's awarded degrees per 100 FTE students will place it in the upper half of in-state peer institutions.
	2. Graduates have "next step" success.	a. For associate degree graduates, more than 80 percent of WSU students will either continue their education or be employed within 3 months of graduation.
		b. For bachelor degree graduates, more than 80 percent of WSU students will either continue on to graduate school, or be employed within 3 months of graduation. Of those applying to graduate school more than two-thirds will be accepted, and for those seeking employment more than two-thirds will be employed in jobs relating to their major.
		c. For those seeking masters degree, post-graduate acceptance in graduate programs will equal or exceed 90 percent, and for those seeking employment more than 80 percent will be employed in their major field.
I.C. OPPORTUNITY: Weber State provides access to higher educational opportunity.	1. Student enrollments reflect support for non-traditional students.	a. More than one-third of WSU's FTE enrollment will reflect online, evening and off-campus enrollments.
		b. WSUs' tuition will be below the mean of peer institutions.
	2. Student enrollments reflect diversity and inclusion.	a. WSU's enrollment of minority students will increase at least proportionally to overall enrollment.
		b. More than 12 percent of WSU's enrollment will be economically disadvantaged students.

Endorsed by University Planning Council and University Trustees June, 2011; modified slightly for language alignment and filed with NWCCU September 15, 2011 as Weber State's Year One Report; modified March 2012 to show acceptable achievement thresholds; last updated 3-6-12.

Appendix 1

has these objectives:	*which have these meaningful indicators of achievement:*	*which have these acceptable achievement thresholds:*
II.A. ENGAGEMENT: Students experience an engaging learning environment founded on extensive personal contact among faculty, staff and students in and out of the classroom.	1. Students participate in learning experiences such as undergraduate research, service learning, involvement and other forms of experience-based learning.	More than two-thirds of WSU seniors will have one of five identified engaged learning experiences: Community Service, Internship, Capstone Experience, Undergraduate Research or Study Abroad.
	2. Students experience extensive contact with faculty, staff and other students.	a. Senior student mean performance on the quality of relationship with faculty members will be above the national NSSE average
		b. WSU's average class size for all classes will be held below 22 students per section.
II.B. SUPPORT: Students receive effective support services.	1. Students are satisfied with student support services.	a. Student ratings on satisfaction with support services will average above "satisfied" on university surveys.
		b. Student ratings of help received in coping with non-academic responsibilities will be comparable to the national NSSE average.
		c. Student ratings on satisfaction with academic support services will trend towards the national Noel-Levitz average.
		d. Academic support services will have a positive impact on student learning. The assessment results of individual services can be found at …www.weber.edu…
II.C. SUCCESS: Students learn to succeed as educated persons and professionals.	1. Students achieve the learning goals of the General Education program	a. Both the General Education program and individual General Education courses will define and publish learning outcomes.
		b. General Education assessment will occur on a regular basis. WSU students evidence attainment of general education learning goals established for the General Education Depth and Breath requirements. The results of general education assessment are found at: www.
	2. Students achieve the learning goals of Major programs.	a. Courses in WSU programs will define and publish learning outcomes.
		b. Students evidence attainment of program learning goals through performance as document by departmental assessment activities. The results of program assessment are found at: www.
II.D. INQUIRY: Students and faculty learn, explore and create in an environment that sustains free inquiry and free expression.	1. Faculty engage in creative and scholarly activity.	a. WSU's performance will be above average for HERI peer institutions.
		b. Rate of growth in sponsored projects funding will be on pace to reach $20 million in 2030.
	2. Faculty perceive that WSU fosters knowledge creation, free inquiry and free expression.	WSU's mean performance will be above average for HERI peer institutions.

Appendix 1

Mission Core Theme III. – Community

has these objectives:	which have these meaningful indicators of achievement:	which have these acceptable achievement thresholds:
III.A. EDUCATION: Weber State contributes to pre-K through 12 education in the region.	1. WSU contributes to Pre K-12 education and professional development.	a. Partnership activities will be annual reviewed by the K-16 Alliance.
		b. The five-year moving average of enrollment in continuing education teacher contract programs will show a positive trend.
	2. Promote preparation for higher education.	a. The five-year moving average of concurrent enrollment will show a positive trend.
		b. The five-year moving average of participants in pre-college outreach programs will show a positive trend.
		c. The percent of targeted outreach students who enroll in post-secondary education will exceed 45%.
III.B. CULTURE: Weber State contributes to the richness of the regional culture.	1. The community participates in a diverse offering of WSU events.	Attendance at WSU cultural and athletic events will exceed 100,000 and reach 150,000 by 2030.
	2. WSU facilitates community development through public service.	a. More than a quarter of all WSU students will contribute to community service.
		b. WSU's mean performance will be above average for HERI peer institutions.
III.C. ECONOMY: Weber State contributes to the economic development of the region.	1. WSU facilitates economic development in the region through professional development and technical support.	a. Headcount participation in non-credit offerings will approximately equal 10 percent of institutional headcount.
		b. The five-year moving average of businesses assisted through the Small Business Development Center will show a positive trend.
		c. The five-year moving average of revenue received by the USTAR Outreach Center will show a positive trend.

Appendix 2

FACULTY TRAVEL FUNDING APPLICATION

PURPOSE

The WSU Undergraduate Research Grant Program is intended to facilitate student research and creative activity in all disciplines, to encourage collaboration between students and faculty on sustained projects of significant educational value to the student, and to enhance the overall undergraduate experience through active engagement in the process of discovering and sharing new knowledge.

Performance/Conference Travel Grants are available to offer support to faculty mentors who will be accompanying their students as they present research at discipline-specific conference. The grants fund travel-related expenses (transportation and lodging only), as well as normal conference registration.

ELIGIBILITY

- Travel must be for a discipline-specific conference/meeting. Consequently, conferences such as NCUR are not eligible for funding.

- The mentor's student must have been accepted to present at the conference in order to be eligible.

- The mentor must actively participate in the conference. This might include co-author on presentation, chairing a session, or serving in a leadership capacity.

PROCESS

Prepare a short proposal narrative (maximum of 3 pages) with 12 pt font, double-spaced and 1 inch margins. Attach to the proposal a Cover Sheet and a Budget Worksheet.

COVER SHEET

The cover sheet must be signed by the faculty mentor, and the faculty mentor's department chair.

CONFERENCE ACCEPTANCE

Attach proof of conference acceptance.

PROJECT BUDGET & WORKSHEET

Identify the travel dollars requested for each category listed below, and describe in detail what the expenses in each category entail (retroactive expenses will NOT be funded). Indicate the total budget requested for this project (a maximum of **$1,000 + conference registration** will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project.

P-CARD APPLICATION FORMS

All University travel must be processed on a P-Card. Reallocations can be done to reimburse the approved expenses.

DEADLINE

There is no set deadline for Faculty Travel grants. Proposals will be reviewed upon submission by the Undergraduate Research Committee. Please note funds are limited. Proposals should allow at least eight weeks prior to the registration deadline.

Submit **a hard copy of the proposal** to the Office of Undergraduate Research (LI 147/MC 2912) and an electronic copy to our@weber.edu

Appendix 2

WSU FACULTY TRAVEL GRANT APPLICATION
COVER SHEET

Amount Requested: $ _____   **Conference Name:** _____
                                              (Do not abbreviate Conference Name)

Travel Dates:_____   **Location:** _____

Faculty Mentor Information

_____
Name (last, first)   W#

_____
Phone   Mail Code   Weber Email

_____
College (Weber State is NOT the college)   Department

Project Information

_____
Project Title (10 words or less)

_____
Student Name (last, first)
Please note – student must be presenting at the conference

_____   _____
Faculty Mentor Signature   Date

_____   _____
Campus Mail   Phone Ext.

_____   _____
Faculty Mentor Department Chair   Date

WSU FACULTY TRAVEL GRANT APPLICATION
BUDGET WORKSHEET

BUDGET ITEM	DEPT. OR COLLEGE FUNDS	OUTSIDE AGENCY FUNDS	PERSONAL FUNDS	PROPOSED OUR FUNDS	GRAND TOTAL
Airfare					
Hotel					
Registration Fee					
Ground Transportation					
Mileage (.38 per mile)					
GRAND TOTAL					

Important Notes:

Retroactive expenses will NOT be funded!

No per diem.

REQUIREMENT: Print out of information on cost for airfare, hotel, ground transportation and/or registration (if applicable) and attach to this travel grant application. For an example: Print out of Travelocity website of airfare with flight costs. **Travel expenses accrued before grant approval cannot be reimbursed.**

Matching funds are not required but strongly encouraged.

All university travel MUST be processed on a WSU Purchasing Card (student, mentor or department secretary).

You may not request money for overnight stays in state conferences within 100 miles of Weber State University.

WSU FACULTY TRAVEL GRANT APPLICATION
Body of Proposal

DIRECTIONS: The instructions within each section should be removed and replaced with your proposal text. Do not exceed 3 double-spaced pages. Supporting documents or materials should be included as addenda. Proposals should be written clearly and simply.

PROJECT DESCRIPTION

Identify the project question, goals, objectives and outcomes.

Describe the product (e.g., a scholarly paper, exhibit or performance) that your student will present. Please include order of authorship if you are a co-author.

Indicate your involvement in the conference.

TRAVEL BUDGET & WORKSHEET

Identify the dollars requested for each category listed below, and describe in detail what the expenses in each category entail (retroactive expenses will NOT be funded). Indicate the total budget requested for this project (a maximum of $1,000 plus conference registration will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project. Provide references for all costs that are estimated (e.g. Airfare could be cited through Travelocity, etc.).

GRADUATE RESEARCH TRAVEL FUNDING APPLICATION

PURPOSE

The WSU Graduate Research Grant Program is intended to facilitate student research and creative activity in all disciplines, to encourage collaboration between students and faculty on sustained projects of significant educational value to the student, and to enhance the overall graduate experience through active engagement in the process of discovering and sharing new knowledge.

Performance/Conference Travel Grants support students who have been invited to perform or to lead the presentation of their independent scholarly work at a professional or scholarly conference. The grants fund travel-related expenses (transportation and lodging only), as well as normal conference registration.

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

The students must write the proposals, and not the faculty mentors. Using the format found below, prepare a proposal narrative (maximum of 3 pages) with a12 pt font, double-spaced and 1-inch margins. Attach to the proposal a Cover Sheet, a Budget Worksheet, and a signed and completed Mentor Recommendation form.

COVER SHEET

The cover sheet must be signed by the student, the faculty mentor, and the faculty mentor's department chair.

CONFERENCE ACCEPTANCE

Attach proof of conference acceptance.

PROJECT BUDGET & WORKSHEET

Identify the graduate 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 (a maximum of $500 will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project.

P-CARD APPLICATION FORMS

All University travel must be processed on a P-Card. Fill out the enclosed forms and return them with the application. Follow the instructions carefully to ensure that your P-Card is processed in a timely manner.

DEADLINE

There is no set deadline for Travel grants. Proposals will be reviewed upon submission. **Students should submit applications at least eight weeks prior to registration deadline and/or the time they will have to make any reservations.**

Submit **a hard copy of the proposal** to the Office of Undergraduate Research (LI 147/MC 2912) and online at https://ur.weber.edu

WSU GRADUATE RESEARCH TRAVEL GRANT APPLICATION
COVER SHEET

Amount Requested: $ _____   **Conference Name:** _____

(Do not abbreviate Conference Name)

Travel Dates: _____   **Location:** _____

Student Information

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

Project Information

Project Title (10 words or less)
Faculty Mentor Name (last, first)   Mail Code
College (Weber State is NOT the college)   Department

*Is student first author on presentation?
___ YES or ___ NO

*Will you be competing for a scholarship, cash award or other types of monetary gain?
___ YES or ___ NO

*If yes, will OUR be reimbursed for travel expenses up to the prize amount should you receive such compensation?
___ YES or ___ NO

_____   _____
Student Signature   Date

_____   _____
Project Mentor Signature   Date

_____   _____
Campus Mail   Phone Ext.

_____   _____
Faculty Mentor Department Chair   Date

Office of Undergraduate USE ONLY:
Director, Office of Undergraduate Research   Date
_____   _____

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WSU GRADUATE RESEARCH TRAVEL GRANT APPLICATION
BUDGET WORKSHEET

BUDGET ITEM	DEPT. OR COLLEGE FUNDS	OUTSIDE AGENCY FUNDS	PERSONAL FUNDS	PROPOSED OUR FUNDS	GRAND TOTAL
Airfare					
Hotel					
Registration Fee					
Ground Transportation					
Mileage (.38 per mile)					
GRAND TOTAL					

Important Notes:

Retroactive expenses and faculty mentor expenses will NOT be funded!

REQUIREMENT: Print out of information on cost for airfare, hotel, ground transportation and/or registration (if applicable) and attach to this travel grant application. For an example: Print out of Travelocity website of airfare with flight costs. **Travel expenses accrued before grant approval cannot be reimbursed.**

Matching funds are not required but strongly encouraged.

All university travel MUST be processed on a WSU Purchasing Card (student, mentor or department secretary).

The Office of Undergraduate Research will only fund ONE student per project. Exceptions can be made for projects that require more than one student (i.e. musical accompanist).

You may not request money for overnight stays in state conferences within 100 miles of Weber State University.

WSU GRADUATE RESEARCH TRAVEL GRANT APPLICATION
Body of Proposal

DIRECTIONS: The instructions within each section should be removed and replaced with your proposal text. Do not exceed 3 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

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).

Describe the product (e.g., a scholarly paper, exhibit or performance) that you will present.

PROJECT BUDGET & WORKSHEET

Identify the graduate 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 (a maximum of $500 will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project. Provide references for all costs that are estimated (e.g. Airfare could be cited through Travelocity, etc.).

WSU GRADUATE TRAVEL STUDENT P-CARD REQUEST FORM

Student Name: _____

MENTOR SECTION:

Mentor Name: _____

Conference Name: _____

Travel Dates: _____

Location: _____

I request that this student be issued a WSU Purchasing Card in the amount of $_____ for travel and/or purchases. *(Please use whole dollar amounts.)*

_____   _____
Faculty Mentor Signature   Date

For Office Use Only:

Purchase Amount:	Travel Amount:	Entered for Approval:	Info to Purch.:	Approved:
Please use whole dollar amounts				

☐ **Notice of Funding**   **Funding Round** _____Expiration Date _____

STUDENT SECTION:

Date of Birth: _____

Password: _____

_____   _____
Student Signature   Date

W#: _____

Social Security Number: _____

Please allow at least 3 to 4 weeks for the p-card request to be processed. P-Cards have a preset declining balance and expiration date.

LONG TERM GRANT APPLICATION
For Undergraduate Research, Scholarly, and Creative Endeavors

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 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.

*NEW: RESEARCH PROPOSAL WORKSHOPS

The Office of Undergraduate Research offers a mandatory workshop on preparing a successful research proposal. All students are required to attend one of the workshops before submitting a grant to OUR for research funding. Please see the following for information for dates, times and location:
http://www.weber.edu/OUR/workshops.html

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/iacuc/membership.html for the current ACUC chair.

☐ 2 Weeks Before:

Make an appointment and 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.

☐ 1 Week Before:

Make an appointment and 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.

See http://www.weber.edu/OUR/OURResearchCommittee.html for committee rep.

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 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. Submit **a hard copy of the proposal** to the Office of Undergraduate Research (LI 147, MC 2912) and complete online submission (https://ur.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.

See http://www.weber.edu/OUR/calendar.html for submission deadlines.

☐ 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, who will advise the student.

LONG TERM GRANT APPLICATION
Cover Sheet

Amount Requested:_____

Project Information

_____

Student Participant (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

Please check if attended Research Proposal Workshop:

☐   Date Workshop attended _____
                                (Please fill in the date of attendance)

Appendix 2

LONG TERM GRANT APPLICATION
Student Information Form

Project Title _____

Student Information

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

Student Information

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

Student Information

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

_____   _____
Student Signature   Date

_____   _____
Student Signature   Date

_____   _____
Student Signature   Date

Please make additional copies of this form for additional students.

LONG TERM GRANT APPLICATION
Budget Worksheet

BUDGET ITEM	Department or College Funds	Outside Agency Funds	Personal Funds	Undergrad. Research Funds	GRAND TOTAL
Materials					
Equipment					
Research Scholarship (max request $2,500.00)					
Mileage to gather Data (.38 per mile)					
GRAND TOTAL					

NOTES:

- Maximum request not to exceed $3500 and may include a Research Scholarship.

- 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.

- Grant money cannot be used retroactively on previously existing expenses. Requests for reimbursements will be denied. All purchases must be made after receiving funding and clearance from the OUR office.

Appendix 2

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. Depending on your specific discipline, your proposal should contain a research question or purpose statement.

Project Description

(Approximately 2 pages)

Identify the project question, or purpose, goals, objectives and outcomes; incorporate three appropriate 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 Research Scholarship, provided that you engage in the equivalent of ten full-time weeks of research. The Research Scholarship can cover research work during the summer. If you are requesting a Research Scholarship, 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)
- Research Scholarship
- Student travel to gather data for the project (reimbursed @ 38 cents/mile)

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 Research Scholarship, 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.

LONG TERM GRANT APPLICATION
Faculty 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 Research Scholarship (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

SEMESTER/EXPLORATORY GRANT APPLICATION
For Undergraduate Research, Scholarly, and Creative Endeavors

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 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.

*NEW: RESEARCH PROPOSAL WORKSHOPS

The Office of Undergraduate Research offers a mandatory workshop on preparing a successful research proposal. All students are required to attend one of the workshops before submitting a grant to OUR for research funding. Please see the following for information for dates, times and location:
http://www.weber.edu/OUR/workshops.html

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/iacuc/membership.html for the current ACUC chair.

☐ **2 Weeks Before:**
Make an appointment and 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.

☐ **1 Week Before:**
Make an appointment and 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.

See http://www.weber.edu/OUR/OURResearchCommittee.html for committee rep.

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 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. Submit **a hard copy of the proposal** to the Office of Undergraduate Research (LI 147, MC 2912) and complete online submission (https://ur.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.

See http://www.weber.edu/OUR/calendar.html for submission deadlines.

☐ **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 , who will advise the student.

SEMESTER/EXPLORATORY GRANT APPLICATION
Cover Sheet

Amount Requested:_____

Project Information

_____

Student Participant (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

Please check if attended Research Proposal Workshop:

☐   Date Workshop attended _____

                              (Please fill in the date of attendance)

Appendix 2

SEMESTER/EXPLORATORY GRANT APPLICATION
Student Information Form

Project Title _____

Student Information

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

Student Information

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

Student Information

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

_____   _____
Student Signature   Date

_____   _____
Student Signature   Date

_____   _____
Student Signature   Date

Please make additional copies of this form for additional students.

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 (.38 per mile)					
GRAND TOTAL					

NOTES:

- Maximum request not to exceed $1000 and may not include a Research Scholarship.
- 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.
- Grant money cannot be used retroactively on previously existing expenses. Requests for reimbursements will be denied. All purchases must be made after receiving funding and clearance from the OUR office.

SEMESTER/EXPLORATORY 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. Depending on your specific discipline, your proposal should contain a research question or purpose statement.

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 @ 38 cents/mile)
- Student travel to present the results of the project (provide evidence that you have been accepted to present)
- Research Scholarships are not awarded for semester grants.

SEMESTER/EXPLORATORY GRANT APPLICATION
Additional Questions

6. What funding have you received from OUR in the past, Where has your previous project been

    disseminated.

7. 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.

8. What additional sources of funding have been solicited? Is your department willing/able to fund

    any equipment they will be retaining?

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

10. 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.

SEMESTER/EXPLORATORY GRANT APPLICATION
Faculty 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

UNDERGRADUATE RESEARCH TRAVEL FUNDING APPLICATION

PURPOSE

The WSU Undergraduate Research Grant Program is intended to facilitate student research and creative activity in all disciplines, to encourage collaboration between students and faculty on sustained projects of significant educational value to the student, and to enhance the overall undergraduate experience through active engagement in the process of discovering and sharing new knowledge.

Performance/Conference Travel Grants support students who have been invited to perform or to lead the presentation of their independent scholarly work at a professional or scholarly conference. The grants fund travel-related expenses (transportation and lodging only), as well as normal conference registration.

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 3 pages) with 12 pt font, double-spaced and 1 inch margins. Attach to the proposal a Cover Sheet, a Budget Worksheet, and a signed and completed Mentor Recommendation form.

COVER SHEET

The cover sheet must be signed by the student, the faculty mentor, and the faculty mentor's department chair.

CONFERENCE ACCEPTANCE

Attach proof of conference acceptance.

PROJECT BUDGET & WORKSHEET

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 (a maximum of $1,000 will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project.

ABSTRACT

Meeting Conference Abstracts should be submitted for publication in Ergo. It should be no longer than 350 words. For more information on submissions and guidelines, please visit http://weber.edu/OUR/gettingpublished.html.

FACULTY MENTOR RECOMMENDATION FORM

Attach a completed and signed Faculty Mentor Recommendation Form

P-CARD APPLICATION FORMS

All University travel must be processed on a P-Card. Fill out the enclosed forms and return them with the application. Follow the instructions carefully to ensure that your P-Card is processed in a timely manner.

DEADLINE

There is no set deadline for Travel grants. Proposals will be reviewed upon submission. **Students should submit applications at least eight weeks prior to registration deadline and/or the time they will have to make any reservations.**

Submit **a hard copy of the proposal** to the Office of Undergraduate Research (LI 147 /MC 2912) and online at https://ur.weber.edu

WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION COVER SHEET

Amount Requested: $ _____   **Conference Name:** _____

(Do not abbreviate Conference Name)

Travel Dates:_____   **Location:** _____

Student Information

_____
Student Name (last, first)   Student ID#

_____
Phone   Weber Email

_____
Total Number of Credits Completed   Anticipated Graduation (term/year*)
                                              (*funds may NOT be spent after graduation)

Project Information

_____
Project Title (10 words or less)

_____
Faculty Mentor Name (last, first)   Mail Code

_____
College (Weber State is NOT the college)   Department

*Is student first author on presentation?
___ YES or ___ NO

*Will you be competing for a scholarship, cash award or other types of monetary gain?
___ YES or ___ NO

*If yes, will OUR be reimbursed for travel expenses up to the prize amount should you receive such compensation?
___ YES or ___ NO

_____   _____
Student Signature   Date

_____   _____
Project Mentor Signature   Date

_____   _____
Campus Mail   Phone Ext.

_____   _____
Faculty Mentor Department Chair   Date

Office of Undergraduate USE ONLY:

Director, Office of Undergraduate Research   Date

_____   _____

Appendix 2

WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION
BUDGET WORKSHEET

BUDGET ITEM	DEPT. OR COLLEGE FUNDS	OUTSIDE AGENCY FUNDS	PERSONAL FUNDS	PROPOSED OUR FUNDS	GRAND TOTAL
Airfare					
Hotel					
Registration Fee					
Ground Transportation					
Mileage (.38 per mile)					
GRAND TOTAL					

Important Notes:

Retroactive expenses and faculty mentor expenses will NOT be funded!

REQUIREMENT: Print out of information on cost for airfare, hotel, ground transportation and/or registration (if applicable) and attach to this travel grant application. For an example: Print out of Travelocity website of airfare with flight costs. **Travel expenses accrued before grant approval cannot be reimbursed.**

Matching funds are not required but strongly encouraged.

All university travel MUST be processed on a WSU Purchasing Card (student, mentor or department secretary).

The Office of Undergraduate Research will only fund ONE student per project. Exceptions can be made for projects that require more than one student (i.e. musical accompanist).

You may not request money for overnight stays in state conferences within 100 miles of Weber State University.

WSU UNDERGRADUATE RESEARCH TRAVEL GRANT APPLICATION
Body of Proposal

DIRECTIONS: The instructions within each section should be removed and replaced with your proposal text. Do not exceed 3 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

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).

Describe the product (e.g., a scholarly paper, exhibit or performance) that you will present.

TRAVEL BUDGET & WORKSHEET

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 (a maximum of $1,000 will be awarded per request).

Attach a Budget Worksheet that identifies all sources of funds that will support this project. Provide references for all costs that are estimated (e.g. Airfare could be cited through Travelocity, etc.).

ABSTRACT

Meeting Conference Abstracts should be submitted for publication in Ergo. It should be no longer than 350 words. For more information on submissions and guidelines, please visit www.weber.edu/our/ergo.

WSU UNDERGRADUATE RESEARCH TRAVEL 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

Appendix 2

WSU UNDERGRADUATE TRAVEL GRANT
STUDENT P-CARD REQUEST FORM

Student Name: _____

MENTOR SECTION:

Mentor Name: _____

Conference Name: _____

Travel Dates: _____

Location: _____

I request that this student be issued a WSU Purchasing Card in the amount of $_____ for travel and/or purchases. *(Please use whole dollar amounts.)*

_____   _____
Faculty Mentor Signature   Date

For Office Use Only:

Purchase Amount:	Travel Amount:	Entered for Approval:	Info to Purch.:	Approved:
Please use whole dollar amounts				

☐ **Notice of Funding**   **Funding Round** _____**Expiration Date** _____

STUDENT SECTION:

Date of Birth: _____

Password: _____

_____   _____
Student Signature   Date

W#: _____

Social Security Number: _____

Please allow at least 3 to 4 weeks for the p-card request to be processed. P-Cards have a preset declining balance and expiration date.

UNDERGRADUATE RESEARCH GRANT – LEAD STUDENT TRANSFER
New Lead Student Information Form

Grant Funds Remaining: $ _____

Project Information

_____
_____
Project Title (10 words or less)

_____
_____
Faculty Mentor Name (last, first)   Mail Code

New Lead Student Information

_____
_____
Student Name (last, first)   Student ID#

_____
_____
Phone   Weber Email

_____
_____
Total Number of Credits Completed   Anticipated Graduation (term/year*)
                                           (*funds may NOT be spent after graduation)

Original Lead Student Information

_____
_____
Student Name (last, first)   Student ID#

_____
_____
Phone   Weber Email

April 17, 2018

Student First Last
Department
MC

Dear Student First Last:

In reviewing your grant proposal, it appears that you will be providing incentives to participants in your study. When incentives are used, Weber State University's policy is to obtain a list of the recipients, their signatures, and their W number. Please note that the collection of names is just for auditing purposes and that, as far as your research is concerned, the data can remain anonymous.

 Please contact me if you have any questions or concerns regarding this policy.

Thank you,
Erin Kendall

Appendix

WEBER STATE UNIVERSITY
1014 University Circle
Ogden, UT 84408-1014
Phone: (801) 626-6606 Fax: (801) 626-7464

Mileage Reimbursement Form

Check Request for Mileage over $100

(Use petty cash for $100 or less)

For Office Use Only
Requisition Number:
Date:
Purchase Order Number:
Index:

Name:	WSU ID:

Address:		
City:	State:	Zip:
Phone:	Date:	Amount: $

Date	Destination	Purpose	Odometer Reading Starting	Ending	Miles
Attach additional sheet if necessary.			**Total Mileage**		
			Total X rate		$

I certify that this was a necessary expense for Weber State University and that I have
not been, nor will be reimbursed from any other source.

_____   _____
Traveler's signature   Date   Supervisor's signature   Date

☐ Additional sheet attached.

Please note all signatures must be present before a check can be processed. When complete, return to Accounting Services, MC 1014. Checks will be mailed directly unless otherwise noted.

Research Scholarship Request Form

The payment for your Research Scholarship will post through your WSU student portal.

Section I

Requirements:

- You must currently be enrolled in at least one class.
- If you have any fees or tuition owed to WSU, this money will be deducted from your payment.
- You must have a scholarship application on file through the Scholarship Office.

Section II

Steps to Activate Research Scholarship:

☐ **Apply for a scholarship.**
If you have an existing scholarship application, you can skip this step.
Please login to your student portal and click on your Student Services tab. Then click "Scholarships" and "Continuing Student Application." For the essay Questions type exactly: undergrad research

☐ **Expedite your payment.**
Please visit the following link to sign up for e-refund
distribution: http://weber.edu/bursar/erefunds.html

Please Complete Form:

Name _____ W# _____

Are your currently enrolled in classes?

YES   NO

Science Stores Purchase Form

Science Stores
Tracy Hall 144
Mail Code 2503
Phone 626-7185

_____   _____
Student Name   Date

_____
Research Project Title (All purchases must pertain to listed research project)

_____   _____
Allowable Purchase Funds   Index to Charge

Items to be Purchased:

_____

_____

_____

_____

_____

_____

I certify that this is a necessary expense for my Undergraduate Research Project.

_____   _____
Signature   Date

_____   _____
Supervisor Approval   Date
J. Cavitt or E. Kendall, ONLY

☐ Notice of Funding

!!!!!!Undergraduate Research Scholarship

The following undergraduate research project has been funded:

Title

Student First Last

Materials	$	827.33
Total	**$**	**827.33**

Project Requirements:

1. This project must be completed as described in the proposal submitted by you and your faculty mentor. Any changes in the project scope or time line must be approved by the faculty mentor.

2. Any changes in allocation from the budget categories listed above must be submitted in writing by the faculty mentor and approved by the Office of Undergraduate Research.

3. Left over materials and equipment remain property of WSU and must be returned to the research mentor upon completion of the project.

4. All project expenditures must be approved by the faculty mentor and be made in accordance with WSU policies and procedures.

5. *Students must attend one mandatory orientation meeting before receiving any funds*. Procedures or travel, research scholarships and equipment/materials expenses will be covered. Orientation times are available when you call the office.

6. *Students are required to present at the Spring Symposium & submit to Ergo*.
    Additional Information is available online.

7. Student participant(s) and faculty mentor should each submit a written report to the Office of Undergraduate Research (see website for required information).

By signing below, we agree to all the requirements listed above.

_____   _____
Student   Faculty Mentor

_____   _____
Date   Date

Funds will not be released until this signed form has been returned to the Office of Undergraduate Research.
Keep a copy for your records. Return this signed form to the Office of Undergraduate Research (MC 2912); or drop off the form to the OUR office; located in the Library Room #58. For questions please call 801-626-8541.

Weber State University Purchasing Card
Cardholder's Agreement

Weber State University is pleased to present you with a Purchasing Card. This card represents the University's trust in you to make certain purchases, and with this trust comes the responsibility to protect the University's assets.

I, <u>Student First and Last</u>, hereby acknowledge receipt of a University Purchasing Card. As an authorized cardholder I agree to comply with the terms and conditions.

I understand that the University is liable to JP Morgan Chase for all charges I make using the Card. I accept responsibility for protection and proper use of the Card as outlined in this agreement. I understand that the Card has a limit of $400.00 (four hundred dollars) with all funds allocated for travel expenses. I also understand that no alcoholic beverages and no personal expenses are to be charged to the Card.

Should I fail to use the card properly I authorize Weber State University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all costs of collection including reasonable attorneys' fees incurred by the University.

I agree to provide receipts for all purchases at the end of each month to the Office of Undergraduate Research (Library, room147). I also agree to return the Card to the Office of Undergraduate Research no later than **April 28, 2017**. I understand that the University may terminate my right to use the Card at any time for any reason, and I agree to surrender the Card immediately upon request.

I HAVE READ THE ABOVE INSTRUCTIONS AND I UNDERSTAND THE CONDITIONS OF THIS AGREEMENT. (Initial) _____

Signature of Cardholder: _____   Date:_____

Print Name: ___Student First and Last_____

☐   Notice of Funding

Weber State University Purchasing Card
Cardholder's Agreement

Weber State University is pleased to present you with a Purchasing Card. This card represents the University's trust in you to make certain purchases, and with this trust comes the responsibility to protect the University's assets.

I, <u>Student First Last</u>, hereby acknowledge receipt of a University Purchasing Card. As an authorized cardholder I agree to comply with the terms and conditions.

I understand that the University is liable to JP Morgan Chase for all charges I make using the Card. I accept responsibility for protection and proper use of the Card as outlined in this agreement. I understand that the Card has a limit of $0.00 (write out dollars) to be used for materials pertaining to the grant project *Title.* I also understand that no alcoholic beverages and no personal expenses are to be charged to the Card.

Should I fail to use the Card properly I authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all costs of collection including reasonable attorneys' fees incurred by the University.

I agree to provide receipts for all purchases at the end of each month to the Office of Undergraduate Research (Library, room 147). I also agree to return the Card to the Office of Undergraduate Research no later than **Date,** or contact the office to discuss an extension. I understand that the University may terminate my right to use the Card at any time for any reason, and I agree to surrender the Card immediately upon request.

I HAVE READ THE ABOVE INSTRUCTIONS AND I UNDERSTAND THE CONDITIONS OF THIS AGREEMENT. (Initial) _____

Signature of Cardholder: _____   Date:_____

Print Name: ___<u>Student First Last</u>_____

☐ Notice of Funding

Appendix 2

WSU UNDERGRADUATE RESEARCH GRANT
STUDENT P-CARD REQUEST FORM

Student Name: _____

MENTOR SECTION:

Project Name: _____

WSU Department: _____

Faculty Mentor Name: _____

I request that this student be issued a WSU Purchasing Card in the amount of $_____
for travel and/or purchases. *(Please use whole dollar amounts.)*

_____   _____
Faculty Mentor Signature   Date

For Office Use Only:

Purchase Amount:	Travel Amount:	Entered for Approval:	Info to Purch.:	Approved:
Please use whole dollar amounts				

☐ **Notice of Funding**   **Funding Round** _____

STUDENT SECTION:

Date of Birth: _____

Password: _____

_____   _____
Student Signature   Date

W#: _____

Social Security Number: _____

Please allow at least 3 to 4 weeks for the p-card request to be processed. P-Cards have a preset declining balance and expiration date.

Application @ ur.weber.edu
NCUR Admin >Submission Edit

Required Fields Marked With a *

Admin

Status*

[– Choose one – ▼]

Submission

First Name*

[   ]

Last Name*

[   ]

Weber Email*

[   ]

W Number*

[   ]

Phone Number*

[   ]

Project Title*

[   ]

College*

[– Choose one – ▼]

Department*

[   ]

Does this project require review by the WSU Institutional Review Board for Human Subjects of the WSU Animal Care and Use Committee?*

[– Choose one – ▼]

Gender - This will be used for room assignments*

[– Choose one – ▼]

Abstract*

[   ]

Mentor

Mentor First Name*

[   ]

Mentor Last Name*

Appendix 2

Mentor Email*

Mentor College*

– Choose one – ▼

Mentor Department*

Mentor Mail Code*

Additional Student Researchers

First Name 1

Last Name 1

Email 1

First Name 2

Last Name 2

Email 2

First Name 3

Last Name 3

Email 3

First Name 4

Last Name 4

Email 4

Application @ ur.weber.edu
Ergo Admin >Submission Edit

Required Fields Marked With a *

Admin

Status*

[Submitted ▼]

Uploads

Attachment
Click To Download	ERGO submission.pdf

Cover Sheet

First Name*

[   ]

Last Name*

[   ]

Mentor First Name*

[   ]

Mentor Last Name*

[   ]

Mentor Department*

[   ]

Phone Number*

[   ]

Email Address*

[   ]

Major*

[   ]

Minor*

[   ]

Grad Date*

[– Choose one – ▼]

Complete Title*

[   ]

Please check here if you are willing to review papers from other students for ERGO.

☐ Yes

IRB and Animal Control

Please indicate the status of your approvals.
If you have received approval, please include it with your submission.
IRB and Animal Control*

— Choose one — ▼

Application @ ur.weber.edu
<u>Symposium Admin</u> > Submission Edit

Admin

Status*

| Submitted | ▼ |

Location

| – Choose one – | ▼ |

Time

| – Choose one – | ▼ |

Submission

First Name*

Last Name*

College*

| – Choose one – | ▼ |

Department*

Major*

Year*

| – Choose one – | ▼ |

Phone Number*

Expected Grad*

| – Choose one – | ▼ |

Email*

T Shirt Size*

| – Choose one – | ▼ |

Mentor 1 Information

First Name*

Appendix 2

Last Name*

College*

– Choose one – ▼

Department*

Mail Code*

Email*

T Shirt Size*

– Choose one – ▼

Mentor 2 Information

First Name

Last Name

College

– Choose one – ▼

Department

Mail Code

Email

T Shirt Size

– Choose one – ▼

Additional Authors

First Name 1

Last Name 1

Email 1

T Shirt Size 1

– Choose one – ▼

First Name 2

Appendix 2

Last Name 2

[ ]

Email 2

[ ]

T Shirt Size 2

[– Choose one – ▼]

First Name 3

[ ]

Last Name 3

[ ]

Email 3

[ ]

T Shirt Size 3

[– Choose one – ▼]

First Name 4

[ ]

Last Name 4

[ ]

Email 4

[ ]

T Shirt Size 4

[– Choose one – ▼]

Submission

Submission Type*

[– Choose one – ▼]

Project Title*

[ ]

Abstract*

[ ]

Appendix 3

Undergraduate Research Student Assessment

Please submit feedback regarding the undergraduate research project you have just completed. For the questions listed below, please choose "not applicable" for any activity you did not do. You may find one or more questions at the end of each section that invite and answer in your own words. Please comment candidly, bearing in mind that future students will benefit from your thoughtfulness. Remember this is an anonymous survey.

* Required

DEMOGRAPHIC INFORMATION

1. **In what college did this project take place.** *
   Mark only one oval.

   ◯ Arts and Humanities

   ◯ Business and Economics

   ◯ Education

   ◯ Engineering, Applied Science and Technology

   ◯ Health Professions

   ◯ Science

   ◯ Social and Behavioral Sciences

   ◯ Other: _____

2. **What is your major?** *

   _____

3. **What year are you in college?**
   Mark only one oval.

   ◯ Freshman

   ◯ Sophmore

   ◯ Junior

   ◯ Senior

   ◯ Other

4. **Did you receive funding from the Office of Undergraduate Research for this project?**
   Mark only one oval.

   ◯ Yes

   ◯ No

5. **Was this project a component of a course?**
   Mark only one oval.

   ◯ Yes

   ◯ No

6. **Was this a group project (more than 1 student)**
   Mark only one oval.

   ◯ Yes

   ◯ No

7. **Was this project within the discipline of your anticipated career?**
   Mark only one oval.

   ◯ Yes

   ◯ No

8. **Over how many months did this project span?**
   Mark only one oval.

   ◯ 1-4

   ◯ 5-8

   ◯ 9-12

   ◯ more than 12

9. **Did this project occur over the summer?**
   Mark only one oval.

   ◯ Yes

   ◯ No

10. **Will you disseminate this project beyond Weber State University?**
    Mark only one oval.

    ◯ Yes

    ◯ No

    ◯ Not sure

SELF-ASSESSMENT OF LEARNING

Appendix 3

11. **Gains in Application of Knowledge to Research, Scholarly or Creative Activity - How much did you GAIN in the following areas as a result of your most recent project?**

Mark only one oval per row.

	no gains	a little gain	moderate gain	good gain	considerable gain	not applicable
Analyzing data for patterns	⬭	⬭	⬭	⬭	⬭	⬭
Problem-solving in general	⬭	⬭	⬭	⬭	⬭	⬭
Formulating a research question that could be answered with data	⬭	⬭	⬭	⬭	⬭	⬭
Identifying limitations of project methods and designs	⬭	⬭	⬭	⬭	⬭	⬭
Understanding the theory and concepts guiding my project	⬭	⬭	⬭	⬭	⬭	⬭
Understanding the relevance of my project to my coursework and/or major	⬭	⬭	⬭	⬭	⬭	⬭

12. **Personal Gains - How much did you GAIN in the following areas as a result of your most recent project?**

Mark only one oval per row.

	no gains	a little gain	moderate gain	good gain	considerable gain	not applicable
Confidence in ability to contribute to discipline	⬭	⬭	⬭	⬭	⬭	⬭
Comfort in discussing discipline's concepts and ideas with others	⬭	⬭	⬭	⬭	⬭	⬭
Comfort in working collaboratively with others	⬭	⬭	⬭	⬭	⬭	⬭
Confidence in ability to do well in future courses in discipline	⬭	⬭	⬭	⬭	⬭	⬭
Ability to work independently	⬭	⬭	⬭	⬭	⬭	⬭

Appendix 3

13. **Gains in Skills - How much did you GAIN in the following areas as a result of your most recent project?**

    Mark only one oval per row.

	no gains	a little gain	moderate gain	good gain	considerable gain	not applicable
Writing reports or papers	⚪	⚪	⚪	⚪	⚪	⚪
Making oral presentations	⚪	⚪	⚪	⚪	⚪	⚪
Defending an argument when asked a question	⚪	⚪	⚪	⚪	⚪	⚪
Explaining my project to people outside my field	⚪	⚪	⚪	⚪	⚪	⚪
Preparing a professional poster	⚪	⚪	⚪	⚪	⚪	⚪
Using statistics to analyze data	⚪	⚪	⚪	⚪	⚪	⚪
Understanding professional literature in my discipline	⚪	⚪	⚪	⚪	⚪	⚪
Managing my time	⚪	⚪	⚪	⚪	⚪	⚪

14. **Project Experience and Changes in Attitudes or Behavior - During your experience HOW MUCH did you:**

    Mark only one oval per row.

	none	a little	some	a fair amount	a great deal	not applicable
Engage in real-world research, scholarly or creative activity	⚪	⚪	⚪	⚪	⚪	⚪
Fell like a professional within your discipline	⚪	⚪	⚪	⚪	⚪	⚪
Think creatively about the project	⚪	⚪	⚪	⚪	⚪	⚪
Try out new ideas or procedures on your own	⚪	⚪	⚪	⚪	⚪	⚪
Feel responsible for the project	⚪	⚪	⚪	⚪	⚪	⚪
Work extra hours because you were excited about the project	⚪	⚪	⚪	⚪	⚪	⚪
Interact with professionals outside of your Department	⚪	⚪	⚪	⚪	⚪	⚪
Fell a part of the discipline	⚪	⚪	⚪	⚪	⚪	⚪

15. **Project Experience - Rate how much you agree with the following statements.**

    Mark only one oval per row.

	Strongly disagree	Disagree	Agree	Strongly agree
Completing this project confirmed my interest in my field of study	⚪	⚪	⚪	⚪
Completing this project clarified for me which field of study I want to pursue	⚪	⚪	⚪	⚪
This experience has prepared me for advanced coursework	⚪	⚪	⚪	⚪
This experience has better prepared me for graduate school	⚪	⚪	⚪	⚪
This experience has better prepared me for a job	⚪	⚪	⚪	⚪

Appendix 3

16. **Project Aspects - How satisfied were you with the following aspects of the project?**
Mark only one oval per row.

	Very dissatisfied	Somewhat dissatisified	Somewhat satisfied	Very satisfied	Not applicable
Ease in locating a mentor	◯	◯	◯	◯	◯
Support or guidance from my mentor	◯	◯	◯	◯	◯
Financial support	◯	◯	◯	◯	◯
Time mentor spent with me on my project	◯	◯	◯	◯	◯

17. **How did this project experience influence your thinking about future career and/or graduate school plans?**

_____

_____

_____

_____

_____

18. **What motivated you to do the project?**
Mark only one oval per row.

	Yes	No
Explore my interest in the discipline	◯	◯
Gain hands-on experience	◯	◯
Clarify whether graduate school would be a good choice for me	◯	◯
Have a a good intellectual challenge	◯	◯
Work more closely with a particular faculty member	◯	◯
Enhance my resume	◯	◯

19. **Activities**
Mark only one oval per row.

	less than 1 hour	1-3 hours	4-6 hours	7--9 hours	10-12 hours	13-15 hours	16 or more hours
How many hours per week did you work at project-related activities?	◯	◯	◯	◯	◯	◯	◯
On average, how many hours per week did you spend talking with your mentor	◯	◯	◯	◯	◯	◯	◯

Appendix 3

20. **What would have made the project experience better?**

_____

_____

_____

_____

_____

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