

Truman State University

Student Undergraduate Research/Scholarship Grant Guidelines

AY 2005

Application Deadline: February 11, 2005

Purpose of the Undergraduate Research/Scholarship Grants

The Undergraduate Research/Scholarship Grants support investigative, creative, and scholarly activities that include a wide variety of original efforts directed toward the advancement of knowledge and understanding within all academic disciplines. Grant projects should be original and should promote independent work by the student. They will not duplicate any current ongoing research that the student is currently being funded to perform (e.g., research paid by scholarship funds). The project can, however, continue or expand previous research. Grant projects should require significant effort, equivalent to a minimum of 300 hours of research, and should focus on a clearly defined, meritorious idea.

Students in all academic divisions, disciplines, and academic levels—including freshmen—are encouraged to apply for a research/scholarship grant. Projects may be pursued in a student's free time during the academic year and/or during the summer, and in conjunction with upper-level independent study or research classes. Single investigator, multi-investigator, and interdisciplinary proposals are welcome. Students preparing interdisciplinary or collaborative projects should submit one proposal as co-investigators. Multiple submissions for the same project will not be considered.

Grant Period: Projects must be completed between the date the project is awarded and August 19, 2005. The period of time the student investigator will be working on the project must be specifically defined (e.g., March 1, 2005 through June 30, 2005) in the methodology/procedures section of the proposal and the activities or work that will be undertaken during this period must also be clearly described. (See the Proposal Format Instructions for details.)

Faculty Mentors: Each student investigator should select a faculty mentor who will be supportive of the student's project. The faculty mentor and the student should discuss and plan the project together. While the project is meant to be the independent work of the student, the mentor is expected to guide and instruct the student throughout the project. The faculty mentor's commitment to the student is critical to ensure the successful completion of the project. A letter of support from the faculty mentor must accompany the proposal. The information that should be included in this letter is described in the Proposal Format Instructions.

How to Submit: Proposals involving faculty mentors(s) in any one academic division should be submitted to the mentor's division office no later than February 11, 2005. A student may submit a research proposal to only one division. Projects will be reviewed and awarded in accordance with each division's procedures.

Interdisciplinary projects that involve faculty from more than one academic division should be submitted to the Vice President for Academic Affairs (VPAA) Office no later than 4:00 p.m., February 11, 2005. These projects will be reviewed by an interdisciplinary committee which will make award recommendations to the VPAA. A student may not apply for both a division grant and an interdisciplinary grant in the same academic year.

Awards: A maximum \$2,000 student stipend will be awarded for each funded project. Multiple investigators working on the same project can apply for only one award. **Requisitions for payment of the student and faculty stipend will be initiated by the awarding academic division, or by the VPAA Office for interdisciplinary projects.** Stipends will be paid in two equal portions, the first at the mid-point of the grant period and the second at the end of the grant period. Payment dates for each grant will be established by the academic division based on the grant proposal and included on the requisition for payment. Divisions need to ensure the research is being performed as specified and notify the VPAA Office if a student should not be paid as scheduled because of non-performance.

Notification of Awards: Division Heads of the division to which the grant proposal was submitted will notify all applicants whether they will or will not receive an award no later than March 11, 2005. Notice of awards for interdisciplinary projects will be made by the Vice President for Academic Affairs also by March 11, 2005.

Awardees' Presentation and Written Report: Awardees will be required to present their work at the University's annual Student Research Conference during the year following receipt of the award. Each student investigator is also required to prepare a final written report no longer than five double spaced pages. The report should briefly describe the project that was proposed, specifically what was accomplished during the grant period, and what the student learned from the project. The report should be submitted to the appropriate division office (or to the Vice President for Academic Affairs' Office for interdisciplinary projects) no later than October 31, 2005.

Considerations: Student researchers should be aware of the University regulations and compliance issues, which apply to all investigators. Information about projects involving human subjects, proper animal care, and use of hazardous materials can be obtained from the Office of Grants and Sponsored Programs, Center for Teaching and Learning, Pickler Memorial Library 204.

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Undergraduate Research/Scholarship Proposal Format Instructions

Use the following format and organizational headings to prepare your proposal for submission. Complete each section carefully. Incomplete applications may not be reviewed.

I. Project Summary/Abstract (one page maximum, double spaced)

The summary or abstract should briefly describe: 1) the goals or objectives of the project; 2) why the project is important or what will be learned from it; 3) the specific procedures or work methods that will be used to achieve the goals or objectives; 4) how the success of the project will be determined; and, 5) how the results of the project will be shared.

II. Faculty Mentor Letter of Support

The letter from the faculty mentor should briefly describe the project and explain the educational benefits for the student. The mentor should state his/her willingness to assist the student in all phases of the project, including planning, structuring, completion, and reporting. A description of specific ways that the mentor plans to guide the student is important. The mentor should agree to help the student prepare the written report that is required on completion of the project and an oral or poster presentation for the Truman's Student Research Conference.

III. The Student Investigator's Qualifications (one page maximum, double spaced)

Briefly describe your qualifications to pursue the project. Include your major and number of completed credit hours and expected graduation date. Explain why you are interested in this project, what related classroom or laboratory experience you have had, what background reading you have done, discussions you have had with a faculty member, etc.

IV. Goals/Objectives (one page maximum, double spaced)

Explain specifically what you plan to accomplish during the grant period.

V. Methodology or Procedures (three pages maximum, double spaced)

Identify the time period (weeks, months, etc.) you plan to work on the project, giving the dates you expect the project to begin and end, and approximately how many hours each week you will focus on the project. Describe exactly what activities or procedures will take place during the grant period. Specifically explain how the project will be carried out. Identify what you will do and what other individuals who will be involved in the project will do. Describe the extent of the involvement of the faculty mentor in the project.

VI. Timeline (one page maximum)

Include a timeline, which sequentially outlines the progression of activities that will take place during the entire grant period. The timeline may be presented graphically or in outline form.

VII. Budget Summary (one-half page maximum)

Funds are available only for student stipends. The maximum request may not exceed \$2,000. State the amount you are requesting and briefly describe any budgetary requirements that will not be covered by the stipend.

VIII. Evaluation/Dissemination (one-half page maximum)

Briefly explain how you will determine whether the project has accomplished the goals or objectives that were established. Describe ways that you might share the results of this project with the University community, and with a larger audience if appropriate, in addition to the required Student Research Conference presentation and written report.

***Addendum to the Student
Undergraduate Research/Scholarship Grant Guidelines
For Summer 2005***

This Addendum is in effect for Summer 2005 only.

Up to \$1,000 will be paid to faculty mentors who assist undergraduate students with projects funded by the 2005 Undergraduate Research/Scholarship Grants. Faculty may request up to \$1,000 in any appropriate budget category including:

- Supplies and materials
- Travel for the faculty member and/or the student
- Summer salary for the faculty member
- Other appropriate categories as approved by the academic division review committee

Faculty may only earn up to a total of \$3,000 during the summer salary from University grants.

How to Request Funds

Faculty who wish to request funds should prepare a short budget summary as part of their faculty mentor letter of support, listing the amount of funds requested in each category and explaining how the amount was determined. Requests for summer salary need to be prepared by the faculty member's academic division and forwarded to the Vice President for Academic Affairs' Office for processing. Approved funds will be distributed through regular University Business Office procedures.