

# CENTER FOR STUDENT RESEARCH UNDERGRADUATE RESEARCH GRANT APPLICATION, 2019-2020

Applicant: \_\_\_\_\_  
Faculty \_\_\_\_\_  
Sponsor(s): \_\_\_\_\_  
Department: \_\_\_\_\_  
College: \_\_\_\_\_  
e-mail: \_\_\_\_\_

| Budget Summary*                                       | Amount required (round to nearest \$) |
|---|---------------------------------------|
| 1. Travel.....  | _____                                 |
| 2. Registration.....                                  | _____                                 |
| 3. Equipment.....                                     | _____                                 |
| 4. Supplies .....                                     | _____                                 |
| 5. Other .....  | _____                                 |
| 6. Department Travel Money and/or Support Money ..... | _____                                 |
| Total amount requested \$ _____                       |                                       |

☐ By checking this box you confirm that the submission of this proposal has been approved by your faculty sponsor(s). This application and all required documents must be emailed to the committee chair.

Digital Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By submitting this form you agree to:

- Return the funds to the Center for Student Research **by June 1, 2020** if it is not possible to complete the research.
- Acknowledge the financial support of the University of North Alabama and the Center for Student Research in all publications, exhibitions, or performances resulting from this grant.
- Researchers must be an undergraduate student/faculty team consisting of at least one undergraduate and one faculty mentor;
- Team must present at UNA Research Day in the Spring;
- Team must present research at a state, regional, or national conference in their field of study;
- Team is encouraged to use designated collaborative space in Collier Library;
- Submit a written grant report to the Chair of the University Research Committee **no later than September 30, 2020 or to request a rollover of funds into the next fiscal year.**
- **A request for a rollover of funds into the next fiscal year must be submitted to the Center for Student Research by August 31, 2020 for approval. The applicant will inform the Director of the Center for Student Research of a rollover request and approval.**

**Please submit by email to the Director of the Center for Student Research [gpadgett@una.edu]:**

**A single PDF file <LastName\_College\_Department.pdf> containing, in order 1) this application, and 2) proposal narrative by 4:30 p.m. on Friday, November 8, 2019.**

Failure to submit all of the requested materials will result in the application being disqualified. Please make sure that all proposal requirements have been met before submitting your application.

\* An itemized budget with justification and documentation **must be included** in the proposal narrative.

# CENTER FOR STUDENT RESEARCH GRANT GUIDELINES, 2019-2020

Given the limited research funds available, we ask all applicants to request the minimal amount necessary to complete the project. Only one research proposal per applicant will be considered.

## I. Requests considered for Research Support:

The Center for Student Research considers requests for support of scholarly projects in any discipline within the university. Preference is given to:

- a. Scholarly projects expected to result in a publication, a presentation at a scholarly conference, or a professional exhibition;
- b. Requests aimed at equipping members with a research record on which they can base future requests for research funds from outside sources;
- c. New or ongoing research rather than an extension of research that has been previously conducted and reported.

## II. Requests **NOT** considered for Support:

The Center for Student Research will not consider proposals for:

- a. Preparation and writing of textbooks and other standard teaching material;
- b. Preparation and editing of a scholarly journal;
- c. Software licenses that are already available through the university or software that is highly comparable to existing software. If requesting, please check existing university access and justify request.
- d. Proposals to cover faculty travel, expenses, materials, etc.

## III. Who May Submit a Proposal?

Any undergraduate student with a faculty sponsor is eligible to apply for a research grant.

## IV. How to Submit:

Submit the following materials, in order, as a single PDF file <LastName\_College\_Department>.pdf>:

1. A completed application form
2. A proposal narrative that includes a complete, yet brief, research design of the project to be undertaken as well as an itemized budget with justification for each item requested on the attached budget form. Narrative should follow rubric template and include every component of the rubric template or it will be disqualified. A concise description of the proposed research including:
  - a) The research objective, research question(s), thesis statement, research problem, or hypothesis;
  - b) Basic description of research plan or process (literature, methods, analysis process, whatever is fitting to the researcher's discipline);
  - c) What the researcher(s) hope to learn from this research;
3. A proposed budget including specific details regarding requests;
4. Detailed delineation of the student member's responsibilities and the faculty mentor's responsibilities, if any.
5. A proposed timeline for research and for final report.

Important notes:

1. The student who leads the team must write the proposal with faculty mentor and team member edits allowed.
2. The student leader must be the point of contact for submission of both the grant proposal and the final report.
3. The faculty mentor may support the research, but his or her involvement should be limited (although the faculty member may be involved with budget issues, including correspondence with the Center for Student Research regarding budget).
4. The proposal must contain clear delineation of student/faculty responsibilities (with emphasis on student responsibilities).
5. The proposal must contain a detailed budget with discrete projected amounts.

V. Grant Limit:

The Center for Student Research Undergraduate Research Grants are limited to \$1,500 per project. Given the limited research funds available, we ask all applicants to request the minimal amount necessary to complete the project. Only one research proposal per applicant will be considered.

VI. Review of Proposals by the Student Research Advisory Council:

The Committee reviews each request individually, assessing the merits of each proposal. At times the Committee may call upon other faculty members and/or University administrators for assistance in reviewing the merits of research/creative work applications. The Committee also reviews the application on the basis of costs as they relate to the project and availability of resources.

VII. Notification of Applicants:

Applicants will receive the results of Committee evaluations from the chair of the Committee. In cases where proposals are not approved, a written explanation will be provided giving the comments of those reviewing the proposal.

VIII. Grant Management:

All University-supported research projects are administered in accordance with established University fiscal procedures. These include (but are not limited to) all travel expenses and purchasing. The fiscal year runs from October 1 through September 30 of the following year. All grant support will end (i.e., accounts will be closed) on September 30, 2020. A request for a rollover of funds into the next fiscal year must be submitted to the Center for Student Research by August 31, 2020 for approval. The applicant will inform the Chair of the Student Research Advisory Council of a rollover request and approval.

IX. Grant Report:

A grant report should be submitted to the Chair of the Student Research Advisory Council NO LATER THAN SEPTEMBER 30, 2020 or no later than the time and date agreed upon between the grant recipient and the Committee Chair when the rollover is requested. Information pertaining to the format of the Grant Report will be distributed to applicants that have been awarded grants.

X. Acknowledgement:

All publications, exhibitions or performances supported by a Center for Student Research Grant should acknowledge the financial support of the University of North Alabama and the Center for Student Research.

XI. Failure to Conduct Project:

If for some reason the faculty member cannot conduct the funded project, he/she should inform the Center for Student Research IMMEDIATELY (no later than June 1, 2020) so that other projects can be supported.

XII. Student Research Advisory Council, 2019-2020

Academic Affairs:

Chair, Student Research Advisory Council:

College of Arts and Sciences:

College of Business:

College of Education and Human Sciences:

College of Nursing:

IRB:

Student:

Dr. Joy S. Borah

Dr. Gary Padgett

Dr. Whitney O'Neal

Dr. Sara Johnson

Dr. Freda Coleman-Reed

Dr. Keith Malone

Dr. Matt Campbell

Dr. Rachel Winston

Dr. Lori Johnson

Ms. Kaylin Owens

# UNIVERSITY RESEARCH GRANT RUBRIC

**Title of Proposal:**

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**Primary Researcher/s** \_\_\_\_\_

**Is the grant proposal complete?** Yes \_\_\_\_\_ \*No \_\_\_\_\_

**Does the grant proposal requests funds for any item in Section II. Of the grant guidelines?**

\*Yes \_\_\_\_\_, Section \_\_\_\_\_ No \_\_\_\_\_

\* Grant application is not reviewed further

| Attribute  | Not Met (0) | Minimally Met (1) | Somewhat Met (2) | Met (3) | Total |
|--|-------------|-------------------|------------------|---------|-------|
| <b>Overall Clarity and Style</b> <ul style="list-style-type: none"> <li>Proposal is well-written, formatted, and is clear with logical flow</li> <li>Presentation of proposal is cogent and succinct</li> </ul>  |             |                   |                  |         |       |
| <b>Background and Structure of Problem</b> <ul style="list-style-type: none"> <li>Appropriate review of relevant literature is presented</li> <li>The research project is clearly stated</li> </ul>  |             |                   |                  |         |       |
| <b>A Reasonable Timeline is Included</b>   |             |                   |                  |         |       |
| <b>Research Purpose, Objectives, and/or Specific Aims</b> <ul style="list-style-type: none"> <li>Stated objectives/aims/purposes are potentially significant, are specific, and achievement can be evaluated using clear criteria. For quantitative studies, the objectives can be measured</li> </ul>   |             |                   |                  |         |       |
| <b>Outcome Measure/s, Materials, and Methods, and Specific Plans for Data Management and Results Analysis</b> <ul style="list-style-type: none"> <li>Proposed research project is appropriate, including adequate explanation and rationale for stated objectives/aims/purposes</li> <li>Sampling method is aligned with the purpose of the study where appropriate</li> <li>Evaluation/assessment is adequately described and aligned with the purpose, including any outcomes</li> </ul> |             |                   |                  |         |       |

| Attribute  | Poor<br>(1)                               | Weak<br>(2)                                     | Adequate<br>(3)                    | Good<br>(4)                                   | Strong<br>(5)                                      | Total |
|--|---|---|------------------------------------|---|--|-------|
| <b>Discussion of the Research Importance and Relevance to the Research Team's Discipline</b> <ul style="list-style-type: none"> <li>The proposal clearly indicates the importance of undertaking research or study to address the problem or phenomenon of interest</li> <li>The proposal clearly indicates how the research or study supports the involvement of undergraduate and graduate student research</li> <li>Proposal clearly connects research or activity to scholarly goals of individual and explains how it will benefit the institution</li> </ul> |   |   |                                    |   |  |       |
| <b>Budget</b> <ul style="list-style-type: none"> <li>Budget includes total and itemized expenses expected including travel, fees, tuition, equipment, and supplies.</li> <li>Budget amounts are reasonable, clearly explained, and based on expected costs</li> </ul>  |   |   |                                    |   |  |       |
| <b>Delineation of responsibilities</b>   | Student is principal investigator         |   |                                    |   | Student has limited responsibility                 |       |
| <b>Timeline for research</b>   | Realistic timeline not exceeding one year | Timeline likely to need some minor adjustments; | Inefficient use of available time; | Timeline likely to need substantial revision; | Unrealistic timeline; little evidence of planning; |       |

**Total Score:** \_\_\_\_\_

**Comments:**

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