

CENTER FOR STUDENT RESEARCH GRANT GUIDELINES, 2020-2021

The Center for Student Research is pleased to announce the call for proposals for the 2020-21 Research Grant Applications. The grants will be awarded to research teams consisting of at least one UNA student and one UNA faculty mentor. Students must be principal investigators and/or make significant contributions in the research process. The ideas and proposals may be new ideas or on-going research, and may be a part of a capstone project, senior research project, or independent study, but this is not a requirement. The purpose of the grants are to support student research and provide assistance with research expenses, including costs associated with conducting the research, as well as travel costs associated with presenting at professional meetings and conferences.

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.

Requirements for consideration:

Successful applicants must:

1. be a student/faculty team consisting of at least one student and one faculty mentor;
2. present at UNA Scholars Week in the Spring;
3. submit the Final Grant Report by September 30th;
4. submit original receipts and other required documentation for reimbursement;

Applicants are encouraged to:

1. present at a state, regional, or national conference in their field of study;
2. use the research librarians and designated presentation practice spaces in Collier Library.

I. Requests considered for Research Support

The Center for Student Research considers requests for support of scholarly or artistic projects in any discipline within the university. Projects that will be considered for funding include:

- a. Scholarly projects expected to result in a publication, a presentation at a scholarly conference, or a professional exhibition;
- b. Requests aimed at equipping students with a research record on which they can base future requests for research funds;
- c. Invited/accepted presentations. If acceptance has not yet been received but will be within 2 months of proposal submission to the Center for Student Research, conditional funding will be considered by the committee, funds permitting;
- d. Research Projects that allow students to gain substantive research experiences;
- e. New or ongoing research rather than an extension of research that has been previously conducted and reported.

II. Requests NOT considered for Support

Student Research Grants are dedicated to support currently enrolled undergraduate and graduate student research. The Center for Student Research will not consider proposals for:

- a. Preparation and editing of journals;
- b. 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;
- c. Funds requested to cover faculty research projects, travel, expenses, materials, etc. Requests for faculty projects should be made through funding channels available to faculty including department, college, university and external funding sources;
- d. Equipment that are already available through the university; if requesting, please check existing university equipment.

III. Who May Submit a Proposal?

Center for Student Research grants are dedicated to support student research. Any currently enrolled undergraduate and graduate student at UNA with a faculty sponsor is eligible to apply. Preference will be given to full-time students. Students will not be eligible to receive funds after graduation from UNA. Faculty are not eligible for funding through the Center.

IV. How to Submit

Application Submission

Submit the following materials, in order, as a single PDF file named <LastName_Department.pdf>:

1. Application Form
Completed application form.

2. Proposal Narrative
A proposal narrative that includes a complete, yet brief, research design of the project to be undertaken. Narratives longer than 1000 words (not including budget documentation) will not be considered.

Narratives must include:

- a. A clear explanation of significance and why the proposal should be funded (directed to the non-specialist);
- b. Clear statement of the central research question and/or purpose of the project;
- c. Provide brief, relevant scholarly or research context (no actual citations required) that demonstrate its attempt to make a unique contribution to the area of inquiry;
- d. Provide a basic description of research plan or process (methods, analysis process, etc. or whatever is fitting to the researcher's discipline);
- e. State conclusions or expected results and the context in which they will be discussed;
- f. References are allowed within abstracts, but not required;
- g. An explicit and reasonable timeline (for the period of time over which support will be received, indicating how the product can be generated in that period);
- h. Documentation of progress from previously funded projects (i.e., longitudinal studies; extension studies) if additional funding for the studies is being requested;
- i. A clear statement of use for the requested funds;
- j. Potential impact of research on a regional, national or global scale;
- k. If this project has received funding from another source already, provide a description and documentation of the project expenses covered.

3. IRB Approvals
 - a. IRB approval or animal care approval. If human or animal subjects are to be used or hazardous waste materials produced, indicate your plans for approval of your procedures from the appropriate committee.
 - b. If you have IRB approval, attach letter if applicable.
 - c. If the cooperation of some other organization is involved, attach evidence of clearance of your project by them.
4. Budget
 - a. Complete the “Budget Summary” section on the application form;
 - b. Provide itemized budget with justification for each item requested; per diem MUST adhere to UNA rates for domestic travel; see [UNA Travel Policy](#) for In-State, Out- of-State, International, and Student Team Travel.

V. Grant Limit

Research Grants are normally limited to \$1,000 per project. Students collaborating on the same project may request a maximum of \$1,000 total. Grants for over \$1,000 will require additional, exceptional justification by the applicant (including line item justification) and a vote of approval by two-thirds (2/3) of the Student Research Advisory Council Committee.

Expenses NOT funded

- a. Any faculty expenses (wages, travel, scholarship, etc.)
- b. Incidentals, tips/gratuities, or “other”
- c. Administrative grant support
- d. Extra days before/after a conference without justification
- e. Membership or annual dues
- f. Software/Equipment already available through the university
- g. Research for an advanced degree at another institution
- h. Student wages
- i. Per diem exceeding 10 days

Failure to submit all the requested materials and/or not cc'ing your faculty member will result in the application being disqualified. Please make sure that all proposal requirements have been met before submitting your application.

A single PDF file containing all materials in the order listed above should be emailed to the **Director of the Center for Student Research** at: studentresearch@una.edu and cc your faculty mentor/sponsor: by the due date and time.

Questions concerning the submission of proposals may be directed to the Chair of the Student Research Advisory Council or to any of its members. Names of members of the committee are enclosed.

VI. Review of Proposals by the Student Research Advisory Council

All proposals will be reviewed by the Student Research Advisory Council representing multiple disciplines from all four colleges at UNA. The Council reviews each request individually, assessing the merits of each proposal based on the **Center for Student Research Grant Review Rubric** (attached). At times the Council may call upon other faculty members and/or University administrators for assistance in reviewing the merits of research/creative work applications. The Council also reviews the application on the basis of costs as they relate to the project and availability of resources. Proposals may be rejected due

to budgetary constraints if:

- a. the proposal is for funding for a conference presentation not yet submitted or accepted;
- b. the proposal is for funding for a presentation that may be made at a similar/equivalent and less expensive conference, or
- c. the proposal is for a longitudinal or extension study that has previously received funding and
- d. the department has excess funds that can support the research. Priority will be given to first-time applicants, and novel submissions.

VII. Notification of Applicants

The recommendations of the Student Research Advisory Council will be forwarded to the Director of the Center for Student Research. Applicants will be notified by the Director. In cases where proposals are not approved, a written explanation will be provided.

VIII. Grant Management and Close-Out

All University-supported 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 30th of the academic funding year unless a rollover into the next fiscal year is requested by the recipient and approved by the Council, the Director, and the Office of Academic Affairs and Provost.

Budget Reimbursement:

Upon completion of project/travel etc., reimbursement of expenses may be requested via the following ways:

- i. Department P-cards:
P-cards may be used to avoid being out of pocket until completion of trip. In this case, departments may file a request for budget transfer from the Center for Student Research with the submission of the following required documents:
 - a. Copies of itemized receipts
 - b. Complete budget transfer form
 - c. Copy of Final Grant Report
- ii. Department Budget Accounts:
If Department budget accounts are used, departments may file a request for budget transfer from the Center for Student Research with the submission of the following required documents;
 - a. Copies of receipts/invoice
 - b. Complete budget transfer form
 - c. Copy of Final Grant Report
- iii. Payment Requisition:
If using personal credit cards, reimbursement requests may be filed as follows:
 - a. Use In-State or Out-of-State travel forms for travel
Any miscellaneous items (supplies related to the travel) can be in the miscellaneous section.
 - b. Any equipment etc. not related to travel can be on a Payment Requisition
 - c. Original receipts/invoice
 - d. Copy of Final Grant Report.

iv. Other considerations:

- a. Per diem is the best choice if one has a difficult time keeping up with itemized meal receipts. Per Diem is different for in-state and out-of-state travel
- b. The student's hotel, airline tickets, conference fees can be on the P-Card. If traveling with an employee, students can eat as a group and use the P-Card (itemized receipts required). This is the only time a P-Card can be used for meals. Review [UNA Purchasing Card Policy](#) for details
- c. The least expensive alternative for travel must be utilized or justification must be provided
- d. Travel must be submitted within 60 days or it will be subject to payroll taxes.

IX. Grant Report

The completed 'Final Research Grant Report' form, should be submitted to the Director of the Center for Student Research NO LATER THAN SEPTEMBER 30th of the academic funding year, or no later than the time and date agreed upon between the grant recipient and the Director of the Center for Student Research when the rollover is requested and approved. The Final Grant Report Form will be distributed to applicants that have been awarded grants. A copy of the final grant report must be attached to requests for reimbursement.

X. Acknowledgement

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

XI. Failure to Conduct Project

If for some reason the student cannot conduct the funded project, he/she should inform the Director IMMEDIATELY (i.e., August 31st of the academic funding year) so that other projects can be supported.

XII. Student Research Advisory Council, 2020-2021

Academic Affairs	Dr. Joy S. Borah
Anderson College of Nursing & Health Professions	Dr. Tabitha Blasingame
Graduate Student	Ms. Shaquita Cowan
College of Education and Human Sciences	Dr. Lorie Johnson
College of Arts and Sciences, Social Sciences	Dr. Chris Klein
Chair, Institutional Review Board	Dr. Tim Loughrist
Collier Library & Information Services	Ms. Jennifer Maddox
College of Arts and Sciences, Fine Arts & Humanities	Dr. Whitney O'Neal
College of Arts and Sciences, STEM	Dr. Jared Painter
College of Business	Dr. John Parnell
Grants and Sponsored Programs	Mr. Nathan Willingham

GRANT PROPOSAL REVIEW RUBRIC CENTER FOR STUDENT RESEARCH

Title of Proposal: _____

Primary Researcher/s: _____

Faculty Mentor/s: _____

Is the grant proposal complete? ☐ Yes ☐ *No

Does the grant proposal request funds for any item in Section II - *Requests Not Considered for Support 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
Overall Clarity and Style <ul style="list-style-type: none"> Proposal is well-written, formatted, and is clear with logical flow Presentation of proposal is cogent and succinct 					
Background and Structure of Problem <ul style="list-style-type: none"> Appropriate review of relevant literature is presented The research project is clearly stated 					
Research Purpose, Objectives, and/or Specific Aims <ul style="list-style-type: none"> 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 					
Outcome Measure/s, Materials, and Methods, and Specific Plans for Data Management and Results Analysis <ul style="list-style-type: none"> Proposed research project is appropriate, including adequate explanation and rationale for stated objectives/aims/purposes Research methods are aligned with the purpose of the study where appropriate Evaluation/assessment is adequately described and aligned with the purpose, including any outcomes 					

Attribute	Poor (1)	Weak (2)	Adequate (3)	Good (4)	Strong (5)	Total
Discussion of the Importance and Relevance of the Research Project. <ul style="list-style-type: none"> The proposal clearly indicates the importance of undertaking research or study to address the problem or phenomenon of interest Proposal clearly connects research or activity to scholarly goals of researcher and explains how it will benefit the institution 						
Budget <ul style="list-style-type: none"> Budget includes total and itemized expenses expected including travel, fees, equipment, and supplies. Budget amounts are reasonable, clearly explained, and based on expected costs 						
Delineation of responsibilities <ul style="list-style-type: none"> Student is principal investigator Student has limited responsibility 						
A Reasonable Timeline is Included Timeline Criteria	Unrealistic timeline; little evidence of planning	Timeline likely to need substantial revision	Timeline likely to need some moderate changes	Timeline likely to need some minor adjustments	Efficient use of available time not exceeding 1 year	

Total Score: _____

Comments:
