

# University of North Alabama

## Quality Enhancement Plan (QEP) Office

### QEP Student Project Grant Funding Policy and Procedure

#### 1 Proposal Content

Please submit the following on the QEP Student Project Grant Funding page at the QEP Website under Student Resources:

1. Student Project Grant Application Form
2. Proposal Narrative
3. Itemized Budget – in addition to the Budget Summary on this form, a narrative with justification and documentation of costs must be included
4. IRB Documentation (if applicable)

#### 2 Application Deadline: **Open**

#### 3 QEP Student Project Grant Guidelines

Given the limited student project grant funds available, we ask all applicants to request the minimal amount necessary to complete the project. Only one student project grant proposal per applicant will be considered. Preference will be given to undergraduate students, although graduate student applications will be considered.

##### 3.1 Requests considered for QEP Student Project Grant Support

The QEP Office considers requests for support of four types of Experiential and Work-Based Learning: Work-Based Learning, Mentored Research & Creative Activities, Service Learning, and Immersive Learning. Student Project Grants will be available to students or teams of students to engage in real-world activities that stretch beyond the theoretical, providing hands-on learning opportunities that are critical to thriving in today's complex, ever-changing world. An array of experiential and work-based learning activities will be considered. This initiative will also support smaller individual or group experiential learning activities that are not part of any formal curriculum. The four types of Experiential and Work-Based projects that will be considered for funding are defined and described on the QEP Web site.

##### 3.2 Requests and expenses NOT considered for support

- Preparation and editing of journals;
- Software licenses already available through the University or are highly comparable to existing software. If requesting, please check existing University access and justify request;
- Any faculty expenses (wages, travel, materials, scholarship, etc.);

- Equipment that is already available through the University. If requested, please check existing University equipment;
- Giveaways, incentives, or food to encourage participation in an event or research;
- Incidentals, tips/gratuities, or “other;”
- Administrative grant support;
- Extra days before/after a conference without justification;
- Membership or annual dues;
- Research for an advanced degree at another institution; and/or
- Student wages

### 3.3 Who may submit a Proposal for a Student Project Grant?

These grants are dedicated to support student projects. Any enrolled undergraduate or graduate student at UNA can apply for a grant. Preference will be given to full-time undergraduate students. Students will not be eligible to receive funds after graduation from UNA. Faculty are not eligible for funding through the QEP Office.

### 3.4 How to Submit

QEP Student Project Grant Applications are available under Student Resources on the QEP Website. Please be prepared to upload all required supporting documents. Questions concerning the submission of proposals may be directed to the QEP Office at: [qepgrants@una.edu](mailto:qepgrants@una.edu).

The following are required for your QEP Student Project Grant request to be considered:

1. Complete the application at: web url: [Student Project Grant Application1.url](#)
2. A proposal narrative includes a complete, yet brief, design of the student project. 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. An explicit and reasonable timeline (for the period over which support will be received, indicating how the product can be generated in that period, if applicable).
  - c. Documentation of progress from previously funded projects (i.e., longitudinal studies; extension studies) if additional funding for the studies is being requested.
  - d. A clear statement of use for the requested funds.
  - e. Potential impact of research, if applicable, on a regional, national, or global scale.
  - f. If this project has received funding from another source already, provide a description and documentation of the project expenses covered.
3. Itemized budget with justification and documentation for each item requested on the attached budget form.
4. Per diem MUST adhere to UNA rates for domestic travel; Government rates for international travel can be found at ([aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)).

5. ALL requested items in the budget (hotel, airline tickets, mileage, conference information, conference acceptance, supplies, equipment, etc.) must be documented.
6. The least expensive alternative for travel must be utilized or justification must be provided.
7. 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. Clearly indicate if your application is under review by IRB or animal care committee at time of submission.
  - b. If the cooperation of another organization/department/office is involved (e.g., International Affairs), attach evidence of clearance of your project by them.

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

### 3.5 QEP grant recipient responsibilities:

By submitting this form, you agree to:

- acknowledge the financial support of the University of North Alabama and the Quality Enhancement Plan (QEP) Office in all publications, exhibitions, or performances resulting from this grant;
- present at UNA Scholars Week prior to the close of the semester in which funds are received;
- archive your project within Collier Library's digital repository prior to the close of the semester in which funds are received; and
- submit a written Final Grant Report to the QEP Office no later than the last day of classes of the semester in which funds are received.

### 3.6 Grant Limit

Student Project Grants are normally limited to \$1,500 per student. Students collaborating on the same project may request a maximum of \$1,500 per student, up to \$5,000 total. Grants for over \$1,500 will require additional, exceptional justification by the applicant (including line-item justification) and approval by QEP Office.

## 4 Review of Proposals by the QEP Office

The QEP Office will review each request individually, assessing the merits of each proposal. At times, the QEP Office may ask other faculty members and/or university administrators for help reviewing the merits of QEP Student Project Grant applications. The QEP Office also reviews the application based on costs as they relate to the project and resource availability. Proposals may be rejected due to budgetary constraints if:

- the proposal is for funding for a conference presentation/attendance not yet submitted or accepted;
- the proposal is for funding for a presentation/student project that may be made at a similar/equivalent and less expensive conference;

- the proposal is for a longitudinal or extension study that has previously received funding;
- the department has excess funds that can support the project. Priority will be given to first-time applicants, and novel submissions.

#### 4.1 Notification to Applicants

Applicants will receive notification of decision on their submitted requests from the QEP Office. If a proposal is not approved, a written explanation along with the reviewer's comments may be provided.

## 5 Grant Management

- All University-supported development 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 QEP Office.
- A request for rollover of funds into the next fiscal year may be made under exceptional circumstances; the request must be submitted to QEP Office by August 1 of the academic funding year for approval by QEP Office.

#### 5.1 Budget Reimbursement

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

- Department P-cards: P-cards may be used to avoid being out of pocket until completion of the trip. In this case, departments may file a request for budget transfer from the QEP Office with the submission of the following required documents:
  - Copies of itemized receipts
  - Complete budget transfer form
- Department Budget Accounts: If department budget accounts are used, departments may file a request for budget transfer from the QEP Office with the submission of the following required documents:
  - Copies of receipts/invoice
  - Complete budget transfer form
- Points to remember:
  - 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.
  - 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.

- The least expensive alternative for travel must be utilized or justification must be provided.
- Travel must be submitted within 60 days, or it may be subject to taxes.

## 6 Grant Report

The final grant report should be submitted to QEP Office NO LATER THAN the last day of classes of the semester in which funds are received, or no later than the time and date agreed upon between the grant recipient and the QEP Office when the rollover is requested and approved. Information about the Grant Report format will be distributed to applicants awarded grants.

## 7 Acknowledgement

All publications, exhibitions or performances supported by the QEP Office should acknowledge the financial support of the University of North Alabama and the QEP Office.