

**Undergraduate Research Program
Request for Proposals
Funding opportunity to support student-initiated research and production projects**

The Office of Sponsored Programs, in conjunction with the Office of Academic Affairs, and the Colleges of Arts and Sciences, Business, Education and Human Sciences, and Nursing has established 'The University of North Alabama Undergraduate Research Program' (URP). URP is designed to encourage and support student-initiated research efforts and production projects that are focused in their field of study.

URP will award up to four undergraduate research/production development grants, with each grant funded up to \$1,000. Grant award recipients will be required to enroll in an Independent Study course (400 level). In addition to the \$1000 research grant, the URP will waive, up to three credit hours, the Independent Study course tuition.

Students interested in conducting independent research or developing production projects are invited to submit a proposal for funding consideration. Submission of proposals from all disciplines is encouraged. Proposals can emphasize basic, applied, pedagogical, or exploratory research, technological advances, and development or production projects. The Undergraduate Research Program is a competitive award initiative, thus, proposals must meet guidance criteria in order to be considered. Program highlights and guidance are provided below.

General Information:

Open Date: January 17, 2017

Close Date: March 1, 2017, 6 PM CST

Funding: Up to four awards, \$1000 per award plus 3-credit hour tuition waiver.

Award Announcement: April 15, 2017

Award Start/End Dates: May 16, 2017 – May 1, 2018

Business Contact: Kyrel L. Buchanan, PhD
Interim Director, Office of Sponsored Programs
Email: kbuchanan1@una.edu
PH: (256) 765-4523

Submission Information:

Proposals are to be submitted electronically by 6 P.M. CST, March 1, 2017 to Kyrel L. Buchanan, Office of Sponsored Programs, email: kbuchanan1@una.edu. Late submissions will not be considered. Paper copies will not be accepted.

Eligibility Information:

All undergraduate students, in good academic standing, who are enrolled in at least six credit hours at the University of North Alabama, are eligible to submit proposals.

Proposals may leverage resources, data, samples, and equipment from existing externally funded research, but must clearly distinguish how the proposed effort adds to or extends an existing effort. Proposals will be considered ineligible if they do not clearly demarcate the proposed effort from a current externally funded effort.

Award Information:

Principal Investigator(s) (PI) and faculty mentor will be notified via email as to the status of their submission no later than April 15, 2017.

Program Requirements:

- Students submitting proposals must show evidence that they are in good academic standing.
- Individuals selected for funding must enroll in an Independent Study (400 level) for a minimum of one semester.
- A faculty mentor who will provide research oversight must be identified on the proposal submission.
- Students must be the sole author of the research proposal and sign a statement attesting to this fact.
- Completed research efforts must be presented in a public forum. Public forum can be an academic conference or a presentation to UNA faculty, staff and students.
 - In addition, PIs will be required to present their research at the **Annual UNA Research Day**, April 2018. Presentation can be electronic or as a poster presentation. Contact information for the **Annual UNA Research Day**, is Dr. Lisa Keyes-Mathews, email: lkeysmathews@una.edu.
- All research efforts must be completed by May 1, 2018, with a final report of research findings submitted to the Office of Sponsored Programs.

Research efforts that are in whole or part conducted outside of the United States and where the student is enrolled in UNA's International Study Abroad Program during any portion of the funding period, May 16, 2017 – May 1, 2018, will be awarded an additional \$500. The additional funding is provided by UNA's Provost's Office.

Proposals:

a. Format of proposals:

- Document size – 8.5 x 11 inch paper
- Margins – 1 inch
- Spacing – single spaced
- Font – Times New Roman, 12 point
- Total Pages – not to exceed 8 pages, inclusive of cover page, proposal, budget, and budget narrative.

b. Proposal Content:

- Cover Page
 - Title of effort
 - Student Contact information including email and telephone number
 - Faculty mentor's name and contact information
 - Abstract: brief summary of research objective
- Narrative – describes the uniqueness of the proposed effort including:
 - Addressing research objectives and/or hypotheses
 - How the proposed effort advances the current research base
 - The significance of the expected outcome as it relates to the student's field of study or the university community
- Methodological Approach – explain the approach that will be used to collect, analyze, produce, and/or develop the proposed effort.
- Potential applications or use of expected outcomes
- Budget and Budget Narrative
 - Proposal must include a detailed budget and budget narrative, not to exceed two pages. Budgets should include estimated costs of supplies, equipment, or travel, not to exceed \$1000. Justification of the budget and how the budget supports the research objective must be provided in the budget narrative. Individuals requesting the additional \$500 provided through the Provost's Office must provide a detailed budget and narrative not to exceed \$1,500.00.
 - If the budget request exceeds the maximum allowable under this RFP, then the Principal Investigator must show the source and dollar amount of matching funds.
 - URP grants can be used to purchase supplies, specialized equipment or software, travel for purposes of data collection and presentation of research at a recognized academic conference, monetary/non-monetary incentives for human subjects data collection, and purchase of data not available in the public realm. URP grants cannot be used to support labor, commercial-off-the-shelf (COTS) software or hardware, textbooks, or non-research related travel.
- Statement Attesting to Sole Authorship

- The following statement, to be signed by the student applicant, must be included as an application attachment.

I, _____, attest that I am the sole author of this submitted research proposal.
(print name)

Signed by: _____

Date: _____

Selection Criteria

Award decisions will be based on a competitive selection of proposals using the following criteria:

1. Potential contribution to the academic research base or contribution to the arts (production projects)
2. Innovativeness of approach
3. Potential applications or use of expected outcomes
4. Clarity of research proposal
5. Realism of proposed costs

Post award Information:

Expenditure requests must be submitted by the student PI and co-approved by the designated faculty mentor. All expenditure requests must then be submitted to the Office of Sponsored Programs (OSP) for final approval.

PI's are responsible for adhering to all compliance policies (human subjects, animal use) and UNA grant guidelines. Please refer to <http://www.una.edu/sponsored-programs/> for additional information.