**Research Grant Application**

**PROCESS:**

The Office of Undergraduate Research (OUR) provides research grants for students to engage in scholarly work. Students may request funds for materials, equipment, data, surveys, behavioral experiments, travel to complete research, and, for projects spanning more than one semester, a scholarship may be requested with sufficient justification. Funding is competitive. Funded research projects must be significant and challenging so that it will enhance the student’s intellectual and creative development and make a contribution to the chosen field of study. All funded projects are required to disseminate at either the fall or spring Research and Engagement Symposium.

Proposals must be written by the students, not the faculty mentors.

Students may apply for short-term or long-term grants. Short-term grants cover projects spanning one semester and have a maximum of $1000 in funding. Long-term grants cover projects spanning more than one semester and have a maximum of $3500 in funding. Additionally, students may request a research scholarship, not exceeding $2500, as part of a long-term grant.

**REQUIREMEMENTS:**

1. The OUR gives a mandatory workshop on preparing a successful research proposal. All students are required to complete a workshop and take the quiz before submitting a grant proposal. Access the workshop and quiz here: <https://weber.edu/OUR/workshops.html>. **Complete this step at least 14 days prior to the due date.**
2. Complete the **Research Grant Header** on the Cover Sheet; this will intentionally repeat on each page of the application. Please be aware that Grant Awards expire 2 years after the award date. Funds may not be spent after graduation.
3. Please submit the application in the following order: **(Note: Do not submit this page as part of your proposal.)**
4. Cover Sheet
5. Signature Page: Signatures are required from the:
	1. Student
	2. Faculty Mentor
	3. Undergraduate Research Committee Representative
6. Student Information
7. Budget Worksheet
8. Budget Explanation
9. Project Description
10. Methods and Timeline
11. Additional Student Questions
12. Appendix A1: Supporting documentation and quotes for the budget explanation
13. Appendix A2: Long-term grants only: Justification for scholarship request
14. Appendix B: References using a proper style guideline (e.g., MLA, APA, etc.)
15. Appendix C: Grant Workshop quiz results (for all student participants)
16. Appendix D: any additional supporting materials

IV. Check that the proposal follows all formatting instructions.

**COURTESY RECOMMENDATIONS FOR OBTAINING COMMENTS AND SIGNATURES**

* 14 days prior to the due date: The student should email their project mentor and the Undergraduate Research Committee (URC) Representative and inform them that they will be submitting an undergraduate research proposal. It is recommended that the student create a Google Doc and share with both individuals, as it will allow for all comments to be gathered in one document. The student should work with the mentor and URC representative to determine a schedule for reviewing and editing. The mentor will review, comment, and edit the proposal before handing it off to the URC Representative. The URC Representative will check for completion and organization.
* If there are additional changes that need to be made, it is the responsibility of the student to address the changes. The student holds sole responsibility for any mistakes or issues with their proposal. Please keep in mind, if the URC Representative is not given enough time, they may not be able to review or approve the student’s proposal, which could be detrimental to the student’s opportunities.
* At least 1 day prior. Complete all edits, and ensure all parts of the proposal are completed.

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| --- | --- | --- |
| **14 days prior** | **At least 1 day prior** | **Due date** |
| Notify URC Rep and Mentor. Coordinate a plan. | Complete all edits, and ensure all parts of the proposal are completed  | Upload proposal in proper order.https://ur.weber.edu/ |

**COVER SHEET**

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| --- | --- | --- |
| **Type of Grant:** |  | Short-term grant (one semester) (maximum request is $1000) |
|  | Long-term grant (more than one semester) (maximum request is $3500) |
| **Project Title:** |  |
| **List All Student Participants Separated by Semi-Colons (Last, First):** |  |
| **Faculty Mentor (Last, First):** |  |
| **Faculty Mentor Email:** |  |
| **Faculty Mentor Telephone:** |  |
|  |  |
| **Select College:** |  | Goddard School of Business and Economics |
|  | Jerry & Vickie Moyes College of Education |
|  | College of Science |
|  | College of Engineering, Applied Science & Technology |
|  | Dr. Ezekiel R. Dumke College of Health Professions |
|  | College of Social & Behavioral Sciences |
|  | Telitha E. Lindquist College of Arts and Humanities |
|  |
| **Will the project require review by the WSU Institutional Review Board for Human Subjects or the WSU Animal Care and Use Committee?** |  | NO |
|  | YES: Human Subjects |
|  | YES: Animal Care |
| **Workshop Quiz Score and Completion Date** **(enter each student participant’s score and date):** |  |

**SIGNATURE PAGE**

**Instructions (please remove instructions before submitting):**

Please place the appropriate signatures and dates on the signature line. Electronic signatures are acceptable.

|  |  |
| --- | --- |
|  |  |
| Student Signature (sign above) ↑ | Signature date |

|  |  |
| --- | --- |
|  |  |
| Project Mentor Signature (sign above) ↑ | Signature date  |

|  |  |
| --- | --- |
|  |  |
| Faculty Mentor Department Chair Signature (sign above) ↑ | Signature Date |

|  |  |
| --- | --- |
|  |  |
| Undergraduate Research Committee Representative (sign above) ↑ | Signature Date |

**COURTESY RECOMMENDATIONS FOR OBTAINING COMMENTS AND SIGNATURES**

* 14 days prior to the due date: The student should email their project mentor and the Undergraduate Research Committee (URC) Representative and inform them that they will be submitting an undergraduate research proposal. It is recommended that the student create a Google Doc and share with both individuals, as it will allow for all comments to be gathered in one document. The student should work with the mentor and URC representative to determine a schedule for reviewing and editing. The mentor will review, comment, and edit the proposal before handing it off to the URC Representative. The URC Representative will check for completion and organization.
* If there are any additional changes that need to be made, it is the responsibility of the student to address the changes. The student holds sole responsibility for any mistakes or issues with their proposal. Please keep in mind, if the URC representative is not given enough time, they may not be able to review or approve the student’s proposal, which could be detrimental to the student’s opportunities.
* At least 1 day prior. Complete all edits, and ensure all parts of the proposal are completed.

|  |  |  |
| --- | --- | --- |
| **14 days prior** | **At least 1 day prior** | **Due date** |
| Notify URC Rep and Mentor. Coordinate a plan. | Complete all edits, and ensure all parts of the proposal are completed  | Upload proposal in proper order.https://ur.weber.edu/ |

**STUDENT INFORMATION**

**Instructions (please remove instructions before submitting):**

Please complete the following for all student researchers. Please duplicate this page if there are more than 4 student researchers.

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| --- | --- |
| **W #:** |  |
| **Phone:** |  |
| **Weber Email:** |  |
| **Total Number of Credit Hours Completed:** |  |
| **Anticipated Graduation (term/year)\*:** |  |

|  |  |
| --- | --- |
| **W #:** |  |
| **Phone:** |  |
| **Weber Email:** |  |
| **Total Number of Credit Hours Completed:** |  |
| **Anticipated Graduation (term/year)\*:** |  |

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| **W #:** |  |
| **Phone:** |  |
| **Weber Email:** |  |
| **Total Number of Credit Hours Completed:** |  |
| **Anticipated Graduation (term/year)\*:** |  |

|  |  |
| --- | --- |
| **W #:** |  |
| **Phone:** |  |
| **Weber Email:** |  |
| **Total Number of Credit Hours Completed:** |  |
| **Anticipated Graduation (term/year)\*:** |  |

\*Please note that funds may not be spent after graduation.

**BUDGET WORKSHEET**

**Instructions (please remove instructions before submitting):** Double click on the table below and an Excel Spreadsheet will open. Enter your amounts in Excel and they will automatically enter in the table below.



NOTES:

1. The maximum for short-term grants is $1000.
2. The maximum for long-term grants is $3500.
3. Equipment and left-over materials purchased with this grant will remain the property of WSU.
4. Travel: WSU reimburses travel expenses at the set mileage rate ($0.38/mile).
5. Grant money cannot be used retroactively on expenses that were incurred prior to the grant being awarded. All purchases must be made after receiving funding and clearance from the Office of Undergraduate Research.
6. Funds will expire 2 years after the award date. All reallocations, funds transfers must be completed by this deadline.
7. Faculty Mentor expenses will not be funded by the Office of Undergraduate Research.
8. Research scholarships are only awarded for long-term grants. The research scholarship request may not exceed $2500.
9. No per diem requests allowed.

**BUDGET EXPLANATION**

**Instructions (please remove instructions before submitting):**

* 1 single-spaced page maximum (1 inch margins, 12 point font and double-spaced between paragraphs). Please neatly organize according to the categories listed previously in the budget worksheet.
* Identify the OUR funds requested for each category listed in your budget, and describe in detail what the expenses in each category entail.
* Place all supporting documentation and quotes as Appendix A1 at the end of the application.
* Long-term grant scholarship requests must be sufficiently justified in Appendix A2.

**PROJECT DESCRIPTION**

**Instructions (please remove instructions before submitting):**

* 2 single-spaced pages maximum (1 inch margins, 12 point font, and double-spaced between paragraphs).
* Include the following, in order, in the project description:
	+ Project purpose or research question (1-5 sentences).
	+ Project description (importance, and relevant background and literature). Students must incorporate 3 references that related to the focus of this project; college librarians are available to assist with this. Include references in Appendix B.
	+ Student role and independence: Describe the student(s) role(s) and that of the faculty mentor in the project. Answer whether the project is student driven with advice being provided by the faculty mentor, or whether it is a faculty driven project with student researchers actively participating as equal collaborators in the project, etc.
* Included references in Appendix B should use proper style guidelines (e.g., MLA, APA, etc.).

**PROJECT METHODS AND TIMELINE**

Please neatly organize your methods and timeline.

**Instructions (please remove instructions before submitting):**

* 2 single-spaced pages maximum (1 inch margins, 12 point font, and double-spaced between paragraphs).
* If your project involves people (e.g., surveys, interviews) or protected animals, it MUST be reviewed and approved by the WSU Institutional Review Board (IRB) for Human Subjects or the Animal Care and Use Committee (ACUC). Include the dates when your project will be or has been reviewed and approved (your faculty mentor will help with this).
* Identify the specific steps you will follow with this project, and provide a completion date (month/year) when each step will be completed.
* Optional: Timeline charts may be provided in Appendix D for additional supporting materials.

**ADDITIONAL QUESTIONS**

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| --- |
| 1. What funding have the student researchers received from OUR in the past? Please be specific and include dates. Respond below:
 |
|  |
| 1. What additional sources of funding have been solicited? Is your department willing and able to fund any equipment that they will be retaining? Please put copies of your correspondences in Appendix D. Respond below:
 |
|  |
| 1. Where do you plan to disseminate the results of this project? (All funded projects are required to disseminate at either the fall or spring Research and Engagement Symposium, along with any additional desired conferences.) Respond below:
 |
|  |

**APPENDICES**

All applications must contain the following appendices (1 inch margins, 12 point font and double-spaced between paragraphs):

1. Appendix A1: Supporting documentation and quotes for the budget explanation.
2. Appendix A2: Scholarship justification for long term grants only.
	1. If you are requesting a scholarship with a long-term grant proposal, please justify the request for this monetary scholarship. For example, if the project requires that you reduce the number of hours that you typically work for pay, then explain.
3. Appendix B: References using a proper style guideline (MLA, APA, etc.).
4. Appendix C: Workshop Quiz Results (for each student participants)
5. Appendix D: Any additional supporting materials. Some examples include:
	1. Sample of survey instrument or questions.
	2. Images
	3. Gantt Chart
	4. Email correspondences for funding requests