

**Faculty-Mentored Student Research and Creative Activity Grant
GENERAL GUIDELINES**

Faculty may apply for up to \$1,000 to support a faculty-mentored undergraduate or graduate student research or creative activity project conducted outside their regular teaching load. The project may involve a single student or multiple students; however, only one Faculty-Mentored Student Research and Creative Activity Grant application may be submitted per project.

An application must be submitted that includes the cover sheet (next page) and a full description of the project following the guidelines provided in this packet. Funding may be used for necessary equipment, consumables, and/or student travel to present the project outcome at an appropriate academic conference. The funds may not be used as a stipend for either the faculty member or student.

Upon completion of the project, the faculty member is required to submit a report of no more than two pages to the Office of the Provost describing the endeavor, the student's activities related to the work, and outcomes of the project. Involved students also are required to submit the project outcomes to the application process for presentation at the annual Student Research Conference held each April.

Funding for this internal grant program is limited and so the application process is competitive. There is approximately \$6,500 in funding available each Fall, Spring, and Summer semester (\$20,000 total annually). A five-person subcommittee of faculty on the Funding for Results Committee, selected by members of that committee, plus a student representative selected by Student Government will make funding recommendations to the Provost who then will issue a final funding decision for each application.

Application deadlines are September 15 for Fall Semester, December 1 for Spring Semester, and April 15 for Summer term. Please submit a completed application packet to the Office of the Provost (Academic Hall Room 130) prior to these deadlines.

Proposals involving the use of human subjects and/or animals must be reviewed and approved by the Institutional Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC) prior to the project beginning. *It is the responsibility of the faculty member involved with the project to make certain proper IRB/IACUC protocol is followed.* For more information about the process go to (IRB) <http://www.semo.edu/provost/irb.html> or (IACUC) <http://www.semo.edu/president/institutional-animal-care.html>.

**Faculty-Mentored Student Research and Creative Activity Grant
APPLICATION FORM**

PROJECT TITLE:

FACULTY NAME:

FACULTY MEMBER'S DEPARTMENT:

STUDENT(S) NAME:

STUDENT LEVEL (circle one): UNDERGRADUATE GRADUATE

PROJECT START AND END DATES:

SEMESTER OF FUNDING REQUEST (circle one): FALL SPRING SUMMER

TOTAL REQUESTED GRANT FUNDS:

By signing this application the instructor agrees to allow the student(s) names to assist with the research described, perform central functions regarding the project, and the student(s) will be listed as co-author(s) on any publications or presentations resulting from this project. The faculty member also will require the student(s) to submit the project outcome to the application process for presentation at the annual Student Research Conference.

Signed: _____

Faculty Signature and Date

By signing below, I approve of the submitted Faculty-Mentor Undergraduate Student Research Grant application:

Signed: _____

Department Chair and Date

Chair Comments (attach separate sheet):

Faculty-Mentored Student Research and Creative Activity Grant Proposal Guidelines

Not to exceed five pages (including references, 12 point font, 1 inch margins)

1. **Summary:** A description of the project in non-technical terms, not to exceed 300 words.
2. **Purpose of the Project:**
 - a. Statement of the problem.
 - b. Significance of the research or creative work to the academic discipline.
 - c. Objectives of the project.
 - d. Brief outline of existing work in the field and a description of how the proposal is related to this previous work.
3. **Project Design and Methods:**
 - a. Data collection method.
 - b. Previous experience of the faculty member and student(s) related to the proposed project.
 - c. Description of how results will be disseminated.
4. **Other Funding Sources:** (internal and/or external funds that might be used for cost-sharing, including any support from the Department and/or College).
5. **Detailed Budget and Justification:** Outline expenses involved, specific costs of each item, and why the item is necessary for the project. The total budget should not exceed \$1,000.
6. **Student Role in the Project:** Provide a description of exactly what the student will be doing to contribute to this project. Amount of participation and centrality of the student(s) contribution to the project will be significant factors in the funding decision for this award.