

Undergraduate Research Grant GENERAL GUIDELINES

Undergraduate students may apply for up to \$500 to support a research project conducted by the student with the supervision of a full-time faculty member. The project may involve a single student or multiple students; however, only one Undergraduate Research Grant application may be submitted per project. Students must complete and submit the grant application to be considered for this award.

An application must be submitted that includes the cover sheet (next page) and a description of the project following guidelines provided in this packet. Funding may be used for necessary equipment, consumables, or travel involved with data gathering. This grant should not be used for travel to present project results or as a stipend for the student.

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

Funding for this internal grant program is provided by Student Government and the application process is competitive. There is approximately \$5,000 in available funding each Fall and Spring semester (\$10,000 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 and December 1 for Spring Semester. 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 supervising 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>.

**Undergraduate Research Grant
APPLICATION FORM**

PROJECT TITLE:

UNDERGRADUATE STUDENT(S) NAME:

SUPERVISING FACULTY NAME:

FACULTY MEMBER'S DEPARTMENT:

PROJECT START AND END DATES:

SEMESTER OF FUNDING REQUEST (circle one): FALL SPRING

TOTAL REQUESTED GRANT FUNDS:

By signing this application the undergraduate student agrees to submit the required report to the Office of the Provost after the project is completed and submit their findings to the application process for presentation at the Student Research Conference.

**Signed: _____
Student Signature and Date**

**Signed: _____
Faculty Supervisor**

Undergraduate Research Grant Proposal Guidelines

Not to exceed three pages (including references, double-spaced, 12 point font, 1 inch margins)

1. **Summary:** A description of the project in non-technical terms, not to exceed 300 words.
2. **Description of the Project:**
 - a. Statement of the problem.
 - b. Significance of the research.
 - c. Objectives of the project.
 - d. Data collection method.
3. **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 \$500.