UNDERGRADUATE RESEARCH GRANTS - APPLICATION INSTRUCTIONS

URI’s Office of Undergraduate Research (URI)² is providing grant support for undergraduate research, creative and artistic projects. Details about the program and how to apply are provided below.

To submit a proposal, you must include the following:

- Completed Grant Application Form
- Cover Page – Student Name, Additional Student(s) Names, Project Title, Project Start Date and Completion Date
- Project Narrative – Preparation Statement and Project Description
- Budget form and budget explanation
- Faculty support letter

I. PROGRAM DESCRIPTION

The program provides funds to undergraduates to participate in original research, creative or artistic projects of their own design. Students may request $1,000 for a one-person project, $1,200 for a two-person team and $1,400 for a three-person team. These projects require supervision by a faculty sponsor. Proposals for these grants will be competitively reviewed by a faculty panel, which is composed of faculty from various disciplines. Grants are awarded to support projects that include original student research, creative or artistic endeavors. Grants are not awarded to students who are research assistants on faculty projects without a student-originated project. A group of up to three students may participate in a project. Projects which are required course work, such as Capstone classes, are not eligible for this funding. The primary criteria upon which the grants will be awarded include originality, independence, initiative, clarity, and feasibility of the proposal. Please refer to the Rubric for evaluation criteria and scoring.

II. ELIGIBILITY

All undergraduate students in good standing are eligible. This includes both full-time and part-time students. One of the goals is to distribute the awards to students with quality projects representing a wide variety of departments and the full range of diversity within the University. An individual undergraduate can receive only one award in an academic year. Projects which are required course work, such as Capstone classes, are not eligible for this funding.
III. CONDITIONS

As required by University regulations, research with human participants must be approved by the Institutional Review Board (IRB) and research involving vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC). Contact the Office of Research Integrity for assistance at 874-4328. In addition, any proposal for which IRB or IACUC approval is required must say so in the proposal, and also state whether such approval is integral to the project. IRB/IACUC approval needs not be in place prior to applying for a grant. If the project is selected for an award, the applicant will have to provide proof of IACUC or IRB approval before funds are disbursed. The burden of proof for IRB/IACUC approval lies with the applicant(s), and the determination of the selection committee will be final.

Upon completion of the project, students are required to submit a Project Summary Report. Faculty sponsors will review the student’s final report and add a brief evaluation of the project. This requirement mirrors the process used by major granting organizations. It allows you to summarize your findings and the grant committee to provide you with feedback. These reports will provide data to continuously improve the program. If you do not complete a final report, you could be responsible for refunding the full amount of the award.

Grantees are requested to cite this support in any publicity that may result from their project.

IV. SUBMISSION GUIDELINES

Each proposal must include the following materials:

A. Grant Application Form

B. Project Narrative. The project narrative consists of three parts:

1. Statement of Preparation. This statement, which is limited to one page, should provide supporting documentation about your preparation to do the proposed research. This can include a list of relevant courses or experiences, term papers, publications, etc.

2. Project Description. Following the outline suggested below, describe in three (3) pages or less the project for which you are seeking support. Margins must be a minimum of 1 inch, and the font must be at least 10 points. Use single space within sections and double space between sections. Avoid jargon. The review panel is inter-disciplinary; write with the assumption that members have no expertise in your subject area. If you are resubmitting a proposal, please discuss the changes you have made.
Suggested outline for project description:

(a) Background: provide brief introductory information about the subject area, understandable to a non-expert.

(b) Aims, objectives, or rationale of the project: Clearly state the project purpose in a manner understandable to a non-expert.

(c) Your results achieved or progress to date if you have done work on this previously.

(d) Procedures to be followed: Provide a step-by-step description of what you will do, when you will do it, and how you will do it. This is important information; be specific and thorough. **For team projects involving more than one student, please outline what each individual student will be working on.**

(e) Aspects of the project that are your original ideas: The project cannot involve a student merely carrying out the research of a faculty member. The student must make an original contribution, even if the project fits into a faculty member’s overall research program.

(f) Value of the project to you: How does this work fit into your ultimate scholastic or career goals? If it is not part of a course, please specify how the completion of this project will directly benefit you.

3. Reference List. Provide full citations for any articles referred to in the project description. Use whatever citation style is standard for your discipline.

C. **Budget Worksheet** and budget explanation. The proposal must include the budget form, and an explanation on a separate page that explains how the funding request will support project activities.

The budget must not exceed $1,000 for an individual student, $1,200 for a two-person team and $1,400 for a three-person team. **It is expected that funds requested for equipment and supplies will be for items that are not normally available for undergraduate research in your department.** The Undergraduate Research Grant Committee may reduce or delete budget items, as it deems appropriate. Budget figures must be totaled. Do not request funding for miscellaneous supplies. Eligible expenses for this research program include purchasing equipment and materials, books, photocopying, postage, and unusual transportation costs. Travel to conferences will be considered if the student is making a presentation. **The maximum amount that will be awarded for travel is $300.00 and requires a department match or a match from another funding source.** Meals and accommodations are ineligible expenses. The applicant’s own time is an ineligible expense. Any equipment purchased with an award will
revert to the department of the sponsor at the conclusion of the project. Photocopying should be estimated at the Campus Copy rate.

D. Faculty mentor recommendation. Proposals must include a letter of support from a faculty mentor. This letter should include a statement explaining what role the faculty member will play in supervising the project, how it will be assessed, and in what ways the project constitutes the student’s original work.

E. Attaching documents to application form. Please attach two separate files to the application. The first file should include the Cover Page, Project Narrative, and Faculty Sponsor Letter. The second file should include the Budget Worksheet and Budget Explanation. Please label your documents with your Last Name and First Initial_Undergraduate Research and include what the document is (proposal or budget). For example, John Smith — name the document Smith, J_Undergraduate Research Proposal. If it is a team project, use each person’s last name only. For example, if Smith, Jones and Brown are submitting the project, title the document Smith, Jones, Brown_Undergraduate Research Proposal.