

## CALL FOR PROPOSALS

# The 2013-14 Shippensburg University Undergraduate Research Grant Program

### WHO can apply?

- Undergraduate students from ALL Shippensburg University disciplines are encouraged to apply for research grants.
- Individual students or groups of students may apply.
- A faculty mentor must approve the project.
- Grants will be awarded on a competitive basis, and only one grant per student will be awarded.

- **TOTAL FUNDS AVAILABLE: \$60,000**
- **Estimated Number of Awards: 70-100**

### WHAT is a UGR grant used for?

- Grant funding is available to reimburse costs associated with conducting or disseminating the results of extracurricular\* research and scholarly activities occurring between November 2013 and August 2014.
- \*Projects must be extracurricular in nature; no class projects will be funded.
- Not all research costs are eligible. See further information below about eligible and ineligible expenses.
- Research involving laboratory animals or human subjects require special institutional review and approval.

- **Estimated Size of Awards: \$35 - \$2,000**
- **Faculty support: up to \$400 to accompany student travel**

### WHEN are proposals due?

- Proposals will be accepted starting September 3<sup>rd</sup>;
- No proposals will be accepted after 5:00 P.M., Friday, October 4, 2013.
- Awards will be announced the first week of November.

PROPOSAL DUE DATE:  
**Friday  
10/04/2013  
5:00 P.M.**

### HOW do students apply?

1. Prepare a maximum 3-page narrative (12pt., 1-inch margins, single- or double-spaced) that directly addresses the scoring criteria shown on the following page. Appendices will be accepted but are not required.
2. Download and complete the budget template at the UGR website: [http://www.ship.edu/Student\\_Research/Funding\\_Alert/](http://www.ship.edu/Student_Research/Funding_Alert/)
  - ✓ Provide reasonable cost estimates for supplies and/or travel expenses.
  - ✓ Only budget for eligible expenses as described on the following page. .
  - ✓ Itemize student and faculty expenses separately.
3. Have your faculty mentor prepare an approval letter stating his/her support for your project and budget estimates. (See website for details.)
4. On or before the October 4, 5PM deadline:
  - a. Submit the online application form providing your contact info, project synopsis, and budget totals; AND
  - b. Email PDFs of items 1-3 above (your 3-page narrative, mentor approval, and budget form) to Pamela Bucher at [psbuch@ship.edu](mailto:psbuch@ship.edu).

- 4 REQUIRED STEPS**
- 3-page proposal narrative;
  - 1-page budget;
  - Mentor approval letter;
  - Online application form.

**WHERE**  
can I learn  
more?

- The Undergraduate Research Grant website is:  
[http://www.ship.edu/Student\\_Research/Funding\\_Alert/](http://www.ship.edu/Student_Research/Funding_Alert/)
- Staff from the Institute for Public Service and Sponsored Programs (IPSSP) can answer any questions you may have.
- IPSSP is located in Old Main, Room 202.
- Phone: 717.477.1251

**Primary Contact:**  
Pam Bucher  
477-1251 x 3227  
[psbuch@ship.edu](mailto:psbuch@ship.edu)

## Important Information to Note in Your UGR Grant Proposal

### SCORING CRITERIA

Proposals will be scored based upon how well they address each of the five criteria listed below. Applicants are strongly encouraged to review the scoring rubric found at the Undergraduate Research Grant website ([http://www.ship.edu/Student\\_Research/Funding\\_Alert/](http://www.ship.edu/Student_Research/Funding_Alert/)). Your 3-page narrative should respond to each of the criteria separately and specifically.

- *Relevance and significance of topic; what question do you hope to answer?*
- *Description of project including adequacy of design, feasibility, and likelihood for success;*
- *Potential for learning in terms of academic and possibly career and personal development;*
- *Role, involvement and activities of student and faculty mentor clearly identified and explained;*
- *Appropriateness and justification of budget.*

### ELIGIBLE EXPENSES

- **Supplies**
- **Lab analysis fees**
- **Conference Registration**  
(Applicants must identify the name and location of the conference in the proposal narrative)
- **Student travel reimbursements for field work, site visits, or conference attendance as follows:**
  - ✓ Automobile mileage at a rate of \$0.565/mile
  - ✓ Airfare
  - ✓ Hotel accommodations
  - ✓ Food allowance maximum of \$25/day (NOTE: itemized receipts required for reimbursement)
- **Faculty travel reimbursements, \$400 max, for the above expenses ONLY IF the faculty mentor travels WITH the student.**
- **Printing and poster preparation**

### INELIGIBLE EXPENSES

- **No stipends or wages**
- **No course related purchases**
- **No equipment (electronic or laboratory devices)**
- **No faculty travel unless accompanying students on research or conference trips**
- **No gratuities**
- **No books (unless titles are unavailable through the University library system)**

## Required Institutional Approvals

- **RESEARCH WITH ANIMALS** | If your research activity involves the use of animals, specific rules and procedures must be followed and assurances must be indicated in the application. This requires an additional clearance through the [Institutional Animal Care and Use Committee](#) (IACUC).
- **RESEARCH WITH HUMAN SUBJECTS** | All research involving human subjects and participants must be approved by the [Committee on Research with Human Subjects](#), which serves as Shippensburg University's institutional review board (IRB) established to comply with federal regulations pertaining to human subject protections.
- Your faculty mentor and IPSSP staff should be contacted to assist you in working with IACUC and IRB for institutional approvals.

## Celebration of Student Research

- Grant recipients are required to present their results at the [Celebration of Student Research Conference](#) scheduled for the third week in April 2014.
- If a summer 2014 project is funded, returning students will be expected to present their results at the following spring's conference.
- Funded students must also submit a final report to the IPSSP office.

## Library Research Award

- The Ezra Lehman Library will present the *Library Research Award* to the undergraduate student researcher who writes the best literature review as a part of her or his undergraduate research.
- The Library will present a \$400 first prize award and a \$100 honorable mention award.
- Students interested in the Library Research Award must complete a separate application. (More information at <http://research.library.ship.edu/lra>)

## Program Purpose Statement

*The Undergraduate Research Grant Program is funded with support from the [Shippensburg University Foundation](#). The program is designed to provide financial support to undergraduate students for research or scholarly activities related to their programs of study.*

*For over 20 years, the UGR Grant Program has enabled students to better understand the scientific process; experience self-guided discovery; develop their analytical, communication, and project management skills; and become better consumers of research.*

*This University-wide program has supported laboratory research, field activities, art projects, written works, and computer applications.*



SHIPPENSBURG UNIVERSITY  
IS AN INSTITUTIONAL MEMBER OF THE  
COUNCIL ON UNDERGRADUATE RESEARCH  
*Learning Through Research*