

CALL FOR PROPOSALS

The 2012-13 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.
- Each project must have a faculty mentor.
- 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:** 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 2012 and August 2013.
- * 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 7th;
- No proposals will be accepted after 5:00 P.M., Wednesday, October 3, 2012.
- Awards will be announced the first week of November.

PROPOSAL DUE DATE:
Wednesday 10/03/2012 5:00 P.M.

HOW do students apply?

1. Work with your faculty mentor to prepare a 3-page narrative that addresses the scoring criteria shown on the next page.
2. Download and complete the budget template at the UGR website: http://www.ship.edu/Student_Research/Funding_Alert/
 - ✓ Provide reasonable cost estimates for supplies and/or travel expenses.
 - ✓ Budget for eligible expenses only as described below.
 - ✓ Itemize student and faculty expenses separately.
3. On or before the October 3, 5PM deadline:
 - a. Complete and submit the online application form providing your contact info, project synopsis, and budget totals; AND
 - b. Email PDFs of your 3-page narrative and budget form to Pamela Bucher at psbuch@ship.edu.



Prior Year Applications & Awards

Submitted: 112
Awarded: 110
\$ Awarded: \$72,891

WHERE can I learn more?

- The Undergraduate Research Grant website is:
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

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/). Your 3-page narrative should respond to each of the criteria separately and specifically.

- *Relevance and significance of topic;*
- *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

INELIGIBLE EXPENSES

- Supplies
- Lab analysis fees
- Conference Registration
(please 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 \$0.555/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

- **No** stipends or wages
- **No** course related purchases
- **No** equipment (electronic or laboratory devices)
- **No** international travel for students or faculty mentors
- **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 2013.
- If a summer 2013 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.
- Student 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