Undergraduate Research and Inquiry Grants Request for Proposals and Fellowship Guidelines

I. Eligibility and Expectations

Applications for the year-long Undergraduate Research and Inquiry (URI) grants must be **written jointly** by both the student and faculty mentor, with the faculty member responsible for submitting the application online through Submittable. This grant is intended to be a collaborative effort between students and faculty members from idea generation through project completion. **Please note instructions denoting student and faculty member's contributions on the application.** Faculty from diverse disciplines will be reviewing these grant proposals, so please make sure that the application is written for review by individuals outside your discipline.

Approval by the Institutional Review Board (IRB) is not required at the time of application, but all projects requiring interaction with human subjects must be approved by the IRB prior to participant research being initiated. Likewise, projects involving non-human vertebrate animals will require Institutional Animal Care and Use Committee (IACUC) approval before research can be initiated. Notification of IRB or IACUC approval must be provided to the Office of Undergraduate Research and Inquiry (OURI) when granted in order for URI funds to be released. Requirements for faculty and student participants are as follows:

Faculty:

All continuing full-time faculty and instructional staff are eligible to serve as URI mentors. Mentors must commit to being present to work with their student for the year long grants. If the mentor will not be present with the student, they should clearly explain dates that they will be away and how they will continue to mentor their student remotely.

Students:

Students must be enrolled full-time at The University of Tampa who are rising sophomores, juniors, or seniors. Students are expected to be in good academic standing and to have completed the relevant course work (determined by the supervising faculty member) or have relevant experience in order to complete the work proposed in the URI application. As part of this program, students will be asked to take assessments that will enable OURI to monitor the program's effectiveness and will also be asked to participate in educational activities, including workshops. Students must take an independent study or honors thesis course during the fall or spring semester. Students must commit to completing the project described in the grant proposal and to applying to present their work to an appropriate discipline specific conference or exhibition or submit their scholarship to an appropriate peer-reviewed outlet upon completion of the project. There is only one grant proposal per student per grant cycle.

II. Timeline

Application Timeline:

- **March 1**: Application Due
- **April 15**: Awards Announced

Undergraduate Research and Inquiry Grant Deliverables Timeline:

- **December 15**: Report #1 Due (Preliminary results)

- **April (dates vary)**: Students will participate in the research celebration event hosted by their college.
- **May 1**: Report #2 Due (Final Report/Accomplishments)

III. Goals and Outcomes

- The URI grant program is a paid year-long internship program that provides undergraduates with training and mentoring in the conduct of research, presentation skills, and prepares them for applying to graduate or professional school.

- Students who receive the URI grant will work under faculty mentorship throughout the 2024-2025 academic year in a research or creative inquiry experience and receive training and instruction in 1) hypothesis or problem-based framing of a project; 2) skills and technologies used to complete the project; 3) implementation of the project with data collection and data analysis; and/or 4) creation of a work of art and exhibiting it to the public; and 5) dissemination of the results of the project to the community.

- Student learning objectives for the URI grants program are:
    - Improvement of critical thinking skills.
    - Improved communication abilities in writing skills.
    - Improved communication abilities in public speaking/presentation skills.
    - Attainment of practical skills related to the field of inquiry, including information/ reference searching, quantitative literacy, creative thinking, and problem solving relative to projects and performance standards.

Submission of an application for an appropriate form of peer-review: With the student as lead author or creator, an application must be developed and submitted to a discipline-appropriate conference or journal. Recommended forms of peer review include:

- submission of a paper to a scholarly journal,
- presentation of a paper at a scholarly conference,
- recital,
- art show,
- other disciplinary form of knowledge dissemination (may require explanation)

Opportunities selected should be either discipline specific at state levels or higher or general and academic conferences at the regional level or higher. To be considered in compliance, the paper or application must be drafted with intent to submit to a specific conference or venue or submitted, but does not need to be accepted.

Students who attend an external conference are asked to submit a paragraph describing the experience (plus photos if applicable) to OURI@ut.edu.

IV. Evaluation

The Undergraduate Research and Inquiry grant proposal will be evaluated by the

Undergraduate Research and Inquiry faculty standing committee. The committee seeks applications that clearly describe how the student will develop as a scholar though participation in the project and through faculty mentorship. The committee also values projects that will likely make an original intellectual or creative contribution to the field/discipline. The number of grants available will depend on the number of submissions and yearly budget. Therefore, this will be a merit-based process. Students typically will receive notification of award approximately one month after the submission deadline.
The criteria used to evaluate research-oriented applications will include the following:

- There is a clear description of how the faculty member will mentor the student so that s/he will grow as a scholar.
- The project is hypothesis driven and presents a valuable question to the discipline (i.e., addresses a gap in the literature).
- The research design allows the student to answer the research question developed in the introduction.
- The project is based on a sufficient amount of supporting evidence.
- The project is innovative and creative (i.e., the project adds an original intellectual or creative contribution to the field/discipline or practices in the discipline).
- There is a match between the goals and outcomes expressed by the student in his/her letter of interest and the project described in the grant application.
- The overall strategy and methodology are well reasoned and appropriate to accomplish the specific aims of the project.
- The proposal is formatted according to the URI grant guidelines and application instructions.

The criteria to be used to evaluate creative works applications will include the following:

- There is a clear description of how the faculty member will mentor the student so that s/he will grow as a scholar.
- There is a clear question that the student will use as a framework in creation of the work.
- The proposed creative works project is significant and the contribution the proposed project will make to the arts and humanities is clear and convincing.
- There is a match between the goals and outcomes expressed by the student in his/her letter of interest and the project described in the grant application.
- The proposed creative works project has clear plans for documentation and dissemination of the project results as appropriate.
- The proposed creative works project has a strong likelihood of meeting project goals and being carried out on a feasible budget given the resources involved and qualifications of the project's personnel.
- The proposal is formatted according to the URI grant guidelines and application instructions.

V. Application Form

The application form on Submittable will require the following information. Each section of the application is carefully evaluated by the URI faculty committee and is therefore important to the overall success of the application.

a. *Project Overview (written collaboratively)*: (250 words) In a few sentences, please explain this project to someone outside your discipline. Please explain the idea generation and development of this research proposal. Be specific about the roles of the student and faculty member in the project.

b. *Project Description (written by student with faculty mentor guidance):* Describe the project in no more than 1,000 words. As with the summary and remainder of your application, this should be written in language that is completely understandable to all disciplines. Jargon and abbreviations should be limited. Include background, theories, significance, and aims of your project. Explicitly state the question or problem being investigated. References should be included and uploaded as an appendix. If this project is a continuation of a previously funded proposal, please differentiate this proposed work and explain the incremental difference or impact of this current proposal.

c. *Proposed Activities and Benefits to Student (written collaboratively)*: Describe the student's proposed activities in no more than 1,000 words. What, specifically, will the student(s) do during the funding period? How will these activities contribute to the student's development as a scholar? Please explain the roles of the student and faculty mentor and what work each will do to complete the project with sufficient details to fully describe the activity plan. Please include how participation in this project will allow the student to improve his/her critical thinking skills, communication skills, and attain practical skills in the field of inquiry, such as information literacy, quantitative literacy, creative thinking and problem solving.

d. *Mentoring Plan (written collaboratively, no more than 500 words):* Describe the specifics of how the mentor(s) will work with the student to facilitate their growth as a scholar and completion of the proposed research. Topics to address include how often the student/mentor(s) pair(group)will meet, how the mentor(s) will train the student in skills or techniques needed for the project, how the mentor(s) plans to support the student and increase student ownership of the project over time.

e. *Anticipated Dissemination and Reach (written collaboratively; maximum 250 words)* Indicate where the student will likely present the work (and meeting or exhibition dates, if known) or appropriate peer-reviewed outlets. Please describe the appropriateness of each anticipated outcome by explaining its relevance and significance to your specific discipline. Please include any contingency plans if the anticipated outcomes are not available or achieved.

f. *Itemized and Justified Budget*: Explain how funds will be spent and justify each expense. Additional Budget Guidelines are provided below to assist preparation of this section.

g. *Faculty Evaluation of Participating Student* (500-word max): Please include information about the length and nature of your relationship with the student,

including any prior research experiences. Discuss your experiences with the student in the collaborative process of this grant proposal. Elaborate on the student's strengths and weaknesses in the context of this project.

h. *Student's Letter of Intent*: Please answer the following three questions in paragraph form (500-word limit): 1. How did your interest in this research project develop? 2. What skills do you possess that will help you complete this project? What skills will this project help you develop? 3. How does the completion of this research project fit within your future plans? The letter should be uploaded as a pdf file.

VI. Budget Guidelines

The project proposal must include an itemized budget that details proposed expenditures in all required budget categories.

Faculty Stipend/Honorarium - The faculty stipend or honorarium compensates the faculty for time and activity mentoring the student proposing, planning, organizing, executing, and reporting the project over the course of the academic year. The amount of the faculty stipend or honorarium cannot exceed $1,000 and should be specified in the proposed budget. **Fringe benefits of 8.33% are applied to faculty stipends and must be included in the total budget.**

Student Support - Successful student applicants receive an award in the amount of $1,000 to support their commitment to the project. One half of the award is paid after the fall semester and the remaining amount is paid at the end of the spring semester. Please note that this award does not constitute employment with The University of Tampa**. Undergraduate Research and Inquiry student awards are processed as financial aid.** Students receiving financial aid from other sources should consult with a financial aid counselor regarding potential conflicts.

Computer Hardware and Software - Computer hardware and software essential to the conduct of the research may be requested.

- All computers purchased with funds from the Undergraduate Research and Inquiry Grants will be property of the Office of Undergraduate Research and Inquiry (OURI) and should be used for research purposes by students and faculty on approved grants.
- Quotes for computers must be obtained from ITS and included as part of the application. To obtain a quote, contact ITS with a list of required specifications.
- Please include a screen shot or print a PDF of the item that you would like to purchase with its specifications visible as an appendix to your application.
- The computer or technology will be officially assigned to the faculty mentor.
- At the conclusion of the student's project, OURI should be contacted. Computers may be redistributed for use in student research.
- Under no circumstances should a computer be retained by the student or faculty after the funded research has concluded without permission from OURI.

Dues and Fees - All professional dues and fees associated with the project to join or maintain memberships in established, reputable, professional associations necessary or helpful to the project sharing knowledge, networking, or other, may be proposed to support the student and/ or faculty.

Equipment - Equipment essential to the conduct of the research may be requested.

Instrumentation - Assessment tools and instruments including commercial tests, surveys, profiles, and all other instruments proposed for the project, should be itemized including how many instruments will be purchased from the vendor.

Supplies, Postage, Xeroxing - Routine supplies, postage, Xeroxing, and other non-personnel office support may be proposed and must be itemized and detailed so that it is clear exactly what will be purchased.

Travel - Travel to present papers at established and reputable local, regional, state, national, and international conferences of consequence must be itemized to include cost of registration, transportation, housing, food, and other expenses associated with project or paper presentation. Travel costs for the student and/or faculty member may be proposed. You must provide three different quotes (screen captures are acceptable) for each travel expense item requested, e.g., airfare, car rental, and lodging. Each of the quotes must be from a different vendor (e.g. three different airlines, not three flights from the same airline). A copy of these quotes must be uploaded with your application. If you are not selecting the least expensive quote, you must provide an explanation (e.g., this hotel is more expensive, but it reduces travel time and costs). If it is impossible to provide different quotes, you must provide an explanation (e.g., this airport is only serviced by two airlines). Please note that only University of Tampa employees receive per diem. Reimbursements for students should be supported by original, itemized receipts to receive reimbursement for food. Reimbursements will be limited to a maximum daily amount of $60 per day for domestic travel and $71 per day for international travel for meals and incidentals. Mileage is reimbursed at the all-inclusive mileage allowance of $0.56 per mile to cover expenses (such as fuel, depreciation, maintenance and insurance) associated with the use of a personal vehicle in connection with approved University travel.

Other Resources - Other resources needed to develop, implement, and finalize the project may be proposed. All proposed expenses must be itemized and detailed so that it is clear what will be purchased.

Budget Quotes: A single budget quote (a screenshot is acceptable) must be uploaded for all items over $250 (whether a single item or an order of multiple small items) that totals $250 or more. This includes gift cards. You must provide a single quote for all services, such as lab services or transcription. Budget items for which quotes are required but not supplied will be denied automatically.

Award Limits: The maximum budget per student/faculty applicant pair working on a unique project over the course of an academic year is $4,000, which includes $1000 for student support. In the case that multiple students (up to three) are working together with a faculty member on one project, the proposal should be structured as follows: Each student will receive up to $1000 and may request up to $2000 for travel, supplies or other project needs as outlined in the allowable budget items section above. The faculty member may request one $1000 stipend for the project. Fringe benefits of 8.33% must be accounted for in the remainder of the project budget, which cannot exceed the maximum amount of $4,000 for a student/ faculty pair. If multiple faculty are participating in the project the $1000 stipend will be split

amongst those faculty. If they wish, faculty may choose to forego a stipend and split the $1000 between each of the student budgets working on the project in the case of a multiple-student application. Likewise, faculty who are included in a student/faculty pair application are not required to request a stipend and can instead apply this towards other budget items to reach the $4000 student/faculty application pair limit. Budget outlines are provided below:

1 faculty, 1 student
$1000 faculty stipend
$83.30 faculty fringe
$1000 student support
$1916.70 other items, such as travel or supplies
$4000 total request

1 faculty, 2 students
$1000 faculty stipend
$83.30 faculty fringe
$2000 student support
$3916.70 other items, such as travel or supplies
$7000 total request

1 faculty, 3 students
$1000 faculty stipend
$83.30 faculty fringe
$3000 student support
$5916.70 other items, such as travel or supplies
$10,000 total request

2 faculty, 3 students
$1000 faculty stipend ($500 each faculty)
$83.30 faculty fringe ($41.65 each faculty)
$3000 student support
$5916.70 other items, such as travel or supplies
$10,000 total request

Please contact the OURI Director, Dr. David Reamer (OURI@ut.edu) if you have specific questions on how to structure your proposal and budget.

VII. Reporting Requirements

In addition to the written application process, awardees will be required to report their progress during the granting period. It is expected that these reports will vary in content across disciplines represented in the program but will have a consistent structure and purpose at each phase of reporting.

1) **Preliminary Results/ Progress (December 15)**: In the first reporting document, the student should describe the goals of the project and methodology, as well as any results obtained, or progress made on the creative work.

This document should also outline the next steps for the project as well as an updated timeline. If challenges to the progress of the work have developed, they should be identified and explored in this reporting document.

2) **Final report /Accomplishments (May 1st)**: This final internal document should identify the major results and accomplishments of the inquiry-based scholarship performed by the student across the year. Accomplishments of the project should be provided in both qualitative and quantitative form. For work in the sciences, this would be in the form of a results section, relevant figures or tables, and a brief analysis of the impact of the work on the field. For work in the arts or humanities, a description or visual representation of the work should be provided, with an analysis of the importance of the work to the discipline and identifying any opportunities to display or present the work to a broader audience. This final report should also include a description of any scholarly outcomes (presentations, publications, recitals, exhibitions, etc.). If the student presented at a conference, please also include a paragraph of reflection on that experience.

Each of these reports will be completed through Submittable. Students and faculty participants will be sent a link to the Submittable website for reporting.