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 should be written primarily by the student(s) with support and guidance from the faculty mentor(s). Faculty are responsible for submitting the application online through Submittable. All projects requiring interaction with human subjects must be approved by the Institutional Review Board (IRB) prior to 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 grant funds to be released. Requirements for faculty and student participants are as follows:

Students:
Students must be enrolled full-time at The University of Tampa who are rising sophomores, juniors, or seniors. Students are expected to have a minimum 3.0 GPA 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 grant. 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 at an appropriate discipline-specific conference or exhibition or submit their scholarship to an appropriate peer-reviewed outlet upon completion of the project.

Faculty:
All full-time faculty are eligible to serve as mentors for students applying for this grant.

II. Timeline

Application Timeline:
- September 4: Application Due
- September 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 year-long paid 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 2021-2022 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:
  o Improvement of critical thinking skills.
  o Improved communication abilities in writing skills.
  o Improved communication abilities in public speaking/presentation skills.
  o 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.

☐ A final goal of the URI grants program is to enable students to present their research or project at: 1) the college research celebration events held annually in April / May; 2) a discipline-specific conference at state levels or higher; or 3) multi-disciplinary academic conferences at the regional level or higher. Students doing creative scholarship should plan to exhibit their work in a venue appropriate to their discipline.

IV. Evaluation

The Undergraduate Research and Inquiry grant proposals are 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 through participation in the project and also values projects that will likely contribute meaningfully to knowledge within the field. The number of grants available will depend on the number of submissions and yearly budget. Therefore, this will be a merit-based process. Students and mentors typically will receive notification of award approximately one month after the submission deadline.
The criteria used to evaluate applications include the following:

- The application is written in language that is understandable to all disciplines. Jargon should be avoided and discipline-specific terms defined the first time used.
- The application provides background, theories, significance, and aims, and explicitly states the question or creative opportunity to be investigated. References to the literature are included and uploaded as an appendix.
- If the project is a continuation of a previously funded proposal, the application describes how the proposed work differs and/or builds on previously funded research.
- The student's proposed activities are described in detail with clear explanations of what the student(s) will do to address their research question.
- The specific activities of the student and faculty mentor are differentiated so that the committee understands how the applicants plan to collaborate in order to accomplish the goals of the proposal.
- The application includes a description of how the proposed activities will contribute to the students’ development of critical thinking skills, communication skills, and practical skills in the field of inquiry, such as information literacy, quantitative literacy, creative thinking and problem solving.
- The application indicates where the student(s) will likely present the work (and meeting or exhibition dates, if known) or appropriate peer-reviewed outlets.
- The mentor includes a comprehensive description and plan about how he or she will approach working with the student to facilitate their growth as a scholar, how often they will meet, how s/he will train the student in techniques (if necessary/applicable, and how the mentor will support the student.
- 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).
- 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.

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 Summary: Provide a 250-word summary that gives the URI faculty committee an overview of the entire project and what it will accomplish. Please write for a reader outside your own college who is unfamiliar with your work.

b. Project Description: 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. Include background, theories, significance, and aims of your project, and should 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: Describe the student's proposed activities in no more than 1,500 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: This section should be written by the faculty mentor in consultation with the student(s). Describe the specifics of how the mentor will work with the student(s) to facilitate their growth as a scholar. Topics to address include how often the student/mentor pair will meet, how the mentor will train the student in skills or techniques needed for the project, how the mentor plans to support the student and increase student ownership of the project over time.

e. Anticipated Outcomes: With the student as lead author or creator, an application must be developed and submitted to a discipline-appropriate outlet. Possible outcomes include 1) submission of a paper to a scholarly journal, 2) presentation of a paper at a scholarly conference, 3) a recital or performance, or 4) an art show. Conferences selected should be 1) discipline-specific at state levels or higher or 2) general and academic conferences at the regional level or higher. To be considered in compliance, the paper or application must be submitted, but does not need to be accepted. Please indicate here where the student will likely present the work (and meeting or exhibition dates, if known) or appropriate peer-reviewed outlets.

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’s letter of recommendation: Faculty should provide a letter of recommendation on behalf of the student, including a description of their relationship with the student, how the project proposal emerged, and attributes of the student that may contribute to a successful collaboration. The letter should be uploaded as a pdf file.

VI. Budget

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. Please note that this stipend does not constitute employment with The University of Tampa. This award is distributed by the Financial Aid Office.

**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).
**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 $1,000 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 $1,000 and may request up to $2,000 for travel, supplies or other project needs as outlined in the allowable budget section above. The faculty member may request one $1,000 stipend for the project, or the stipend may be split in the case of two faculty mentors. Fringe benefits of 8.33% must be accounted for in the remainder of the project budget (either taken from supplies/budget or total stipend amount. If they wish, faculty may choose to forego a stipend and use those funds for supplies or travel. Example 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

**2 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

Please contact the OURI Director, Dr. Eric Freundt (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 as applicable. 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.