



DEADLINE: 21 SEPTEMBER 2009

# UNDERGRADUATE RESEARCH GRANTS

## UNIVERSITY OF WISCONSIN-WHITTEWATER GRANT APPLICATION PACKAGE

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**University of Wisconsin-Whitewater Office of Research and Sponsored Programs (ORSP) Intramural Transmittal Form.** ONE original, complete ORSP Transmittal Form including all relevant funding competition information, proposal information, required clearances, and required signatures must accompany each proposal submitted to ORSP.

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**Proposal Development and Submission Instructions.** Each University of Wisconsin-Whitewater grant program has varying proposal development and submission requirements. Principal Investigators must review this application package carefully and adhere to specific program requirements to be competitive.

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**Grant Program Forms.** Each University of Wisconsin-Whitewater grant program requires the submission of different forms. All relevant forms are included in this application package. Electronic versions of all forms can be accessed on the ORSP Funding Page (<http://www.uwworsp.org/media/funding.htm>).

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**Additional Proposal Development and Submission Resources.** University of Wisconsin-Whitewater grant application packages may include additional resource information including evaluation/review criteria, description of proposal review processes and deadlines, and other pertinent appendices.

*The Office of Research and Sponsored Programs can provide additional information, proposal development assistance, and copies of funded proposals. ORSP provides administrative oversight for the faculty/staff review committees responsible for each program and can provide member lists upon request.*

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CASEY LEMMON, Research Services Specialist, 262-472-5212, lemmoncc07@uww.edu





## UR Program

- > Program Overview
- > Semester Schedule
- > Summer Program Grant Information
- > Grant Information
- > Purchasing from Your Grant
- > L&S Student Travel Grants (new rolling deadline)
- > Poster Guidelines
- > Poster Printing Information
- > FAQs
- > McNair Program
- > University Honors Program

**UW-W UNDERGRADUATE  
RESEARCH DAY:  
APRIL 7, 2009**

## News & Events

**Fall Grant Proposal Deadline:**  
September 21, 2009

## Applying for a Research Grant

**UW-W Undergraduate  
Research Day:** April 7, 2009

**NCUR 2010:** April 15-17, 2010  
University of Montana

## Applying for a Research Grant

**Have a grant already?** Find out how to spend it.

### Eligibility for UW-W URP Research Grants

Applicants must:

- Be of sophomore status or greater at the time of application.
- Have a UW-W cumulative GPA of 2.75 or higher at the time of application.
- Have received no more than one prior Undergraduate Research Grant.
- Have the project endorsed by a faculty supervisor (here, faculty members are tenure-track, tenured faculty or academic staff members holding at least a 50% appointment).
- Be enrolled full-time in an undergraduate program during completion of project.

### Guidelines For Grant Use

- Student investigator receives no salary/wages from the project. Books, software, small equipment, and other materials purchased with grant funds belong to the University. Funds must be expended following regular University guidelines and within University's fiscal year.
- Funds may be used for dissemination of project results.
- Use of human subjects or animals in the research must receive approval by the appropriate University committee.
- Projects which run beyond or span academic years require special justification.

### Expectations

- All students whose projects are funded are expected to submit an abstract to the National Conference on Undergraduate Research (NCUR).
- All students whose projects are funded are expected to present their results at the annual UW-Whitewater Undergraduate Research Day Program.
- Funded students will be asked to fill out a brief web survey.
- Failure to satisfy these expectations, without satisfactory explanation, will result in ineligibility for undergraduate research funding for the student and mentor for one year.

### Review Criteria

- Project description is clearly written **by the student** in her/his own words, well designed and cost-effective.
- Student shows a strong interest in the project, and it fits into the student's academic and /or career plans.
- Project is realistic for the student's background, the time frame, and the amount of funding.
- Faculty supervisor supports the project and has an appropriate background for supervising the project. Faculty may supervise up to three projects per year.
- Project is likely to result in a paper, creative performance, visual art object, or academic project that can be presented to a professional/peer audience and/or published in a scholarly publication.

**Sample/Model Proposal:** [Download an example of a successful proposal](#)

### Proposal format

A *complete proposal package* will include the following:

1. The UW-Whitewater Undergraduate Research Grant Cover Page (available as a [Word Document](#) or as an [iPDF](#) ).

This form should be submitted by the faculty mentor from the mentor's UW-W campus e-mail account (to Denise Ehlen via email to [ehlend@uww.edu](mailto:ehlend@uww.edu)) and will be accepted as constituting the mentor's full commitment to support the proposed student project.

2. A proposal up to three pages in length (typed, double spaced, minimum 1 inch margins, 12 pt font). The proposal will include the following sections:
  - A brief introduction including a statement of goals and objectives for the project.
  - An outline of the method or design for carrying out the project (should be the largest section of the proposal).
  - A schedule for completing the project.
  - A statement of anticipated significance of results (i.e. briefly describe possible outcomes of the project and why they are likely to be of interest).
  - A brief budget with expenses itemized. (Note that the budget should not exceed the needs of the project, normally up to a maximum of \$500/person or \$1000/person for undergraduate honors thesis research. Limited additional awards of up to \$250 are available for projects that require research abroad. Special attention should be paid to the budget of larger requests).
3. A letter of endorsement from the faculty supervisor (maximum one page), briefly evaluating the scholarly merit of the student research project.
4. A current AR of the student applicant.
5. A current curriculum vitae of the faculty supervisor (the short format recommended by some granting agencies is acceptable).
6. A summary of outcomes of Undergraduate Research Awards sponsored by the same mentor in the preceding two years. These data are for program assessment purposes and will help us to maintain and increase funding for the program. Mentors, please fill in all cells for which you have information in the excel file you can download [here](#). Please change the name of the file to your (the mentor's) last name before submitting it.

### Proposal submission

E-mail items 2-5, preferably as a single Word or pdf file, and item 6 (an Excel file), to: [Denise Ehlen](#).

Faculty mentors should email item 1 (the cover form) to: [Denise Ehlen](#).

The Undergraduate Research Committee (faculty/staff representatives from each college), will review applications and make recommendations to the Program Director. Project funding is for fall 2009-spring 2010. All purchases must be made and/or reimbursed by May 1, 2010.

**Deadline for Fall Grant Proposals: September 21, 2009**

# Undergraduate Research Program Grant Application Cover Form

Student:

Phone:

E-mail:

Mentor:

Phone:

E-mail:

Date:

Department:

Title of Project:

## **Budget Information**

Undergraduate Research Program Request:

Other Contribution (please specify):

Expenses:

Supplies:

Travel:

Poster printing [required]     \$36

Printing/Copying:

Postage/Telephone/Fax:

Other (Please specify):

Clarification of budget:

Have you submitted this proposal to other funding sources? Yes  No

If "Yes", please note sources and funding status (such applications are encouraged!):

## **Compliance Information [Check one]**

This project involves procedures that require Institutional Review Board/Institutional Animal Care and Use Committee approval and will be conducted under already-approved protocol # \_\_\_\_\_, Principal Investigator.

This project involves procedures that require Institutional Review Board/Institutional Animal Care and Use Committee approval; such approval is in process. (Approval must be finalized before funds can be spent.)

This project does not involve procedures that require Institutional Review Board/Institutional Animal Care and Use Committee approval.

**Administrative USE ONLY**

Approved  Disapproved

Surname, Mentor	1st Name, Mentor	Surname, Student	1st Name, Student	Year of Grant	UWW Res. Day Present. (Y/N)	NCUR Present. (Y/N)	Other Conference Presentations (Please give conference, location, date)

Follow-up Student Grant Submissions (Please give agency, funding status, submission date)	Publication(s) (Please give full citation)	Other Grant-related Products	Is student in a post-graduate program, related career (details, please)?