



UWW ORSP DEADLINE: 2 MAY 2011

UNDERGRADUATE RESEARCH GRANTS

UNIVERSITY OF WISCONSIN-WHITewater GRANT APPLICATION PACKAGE

X

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.

X

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 for this program can be accessed on the Undergraduate Research Program guidelines page (<http://www.uww.edu/urp/grants.html>).

X

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.

DENISE EHLEN, Director, 262-472-5212, ehlehd@uww.edu
ORSP, 2243 Andersen Library, www.uwworsp.org





UR Program

- > Program Overview
- > Semester Schedule
- > Grant Information
- > Applying for a Research Grant
- > 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 12, 2011

News & Events

**Spring Grant Proposal
Deadline:** May 2, 2011

UW System Symposium: April 29, 2011
University of Wisconsin –
Parkside

**Summer Research Fellows
Program:** deadline of March 10,
2011

NCUR 2011: March 31-April 2,
2011
Ithaca College

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. (Exemptions to the minimum GPA requirement may be granted upon URP approval and mentor support. The mentor's letter of support must address the rationale for the exemption request.)
- 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 (including those with multiple authors) are expected to submit an abstract to and present their work at the National Conference on Undergraduate Research (NCUR) or the University of Wisconsin Symposium on Research and Creative Activities.
- 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) 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 July 1, 2011-May, 1 2012. All purchases must be made and/or reimbursed by April 15, 2012.

Deadline for Spring Grant Proposals: May 2, 2011

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): _____
TOTAL: _____

Clarification of budget:

Please check if this project:

- Involves overseas travel
- Will be used to complete an honors thesis
- Is a nominee for a "High Cost Biology Award"

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 #: _____ and Principal Investigator (faculty/staff mentor/advisor): _____

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 _____ Not approved

Publication(s) (Please give full citation)	Other Grant-related Products	Is student in a post-graduate program, related career (details, please)?	Other comments