Undergraduate Research Grants Program Information

Purpose: To encourage undergraduate students from all disciplines to participate in independent research and creative projects in collaboration with FAU faculty. The research or creative activity conducted by the student generally takes diverse forms of directed research, such as independent study, work on an honors thesis, or part of a larger ongoing study under the direct supervision of a faculty member, rather than work conducted to fulfill regular course or seminar requirements.

Student and Faculty Eligibility:
- Any full-time, continuing, undergraduate student in good standing (academic and disciplinary) at Florida Atlantic University
- Students are only eligible for one grant per grant funding cycle as a *primary* applicant.
- Students graduating in the same semester as the grant application due date are not eligible.
- Faculty mentors may be limited to $1,200 in awards per grant funding cycle for students they mentor, *depending on funding availability*.
- **Note: Priority will be given to those projects whose team includes a degree-seeking lower-division student (*FTIC Freshman or FTIC Sophomore*) or an *AA Transfer Junior.***

Deadlines: Grant package deadlines are due by October 15th for Spring/Summer funding and March 15th for Summer/Fall funding. Should these dates fall on a weekend day or holiday, the deadline will become the next business day.

Grants: Grant allocations are categorized based on the following
1. *Individual* students engaged in research or creative activity under the mentorship of an FAU faculty member may apply for a grant of up to $600 to support their work.
2. *Group* projects, consisting of two or more undergraduate students working on the same project under the mentorship of an FAU faculty mentor may apply for a grant of up to $1,200.

Applicants will be asked to identify the maturity of the project (Exploratory, Developing, or Advanced) to facilitate the review process. Please see Appendix A for definitions.

Grant Expenditures: Grant funds must be applied to tangible research expenditures. Applicants should discuss research needs with their faculty mentor before submission of their proposed budget. Any purchases, such as equipment, books, and remaining supplies, must remain at FAU after the project is completed as property of the mentor's department. Please see the Budget section for more details.

Examples of allowable expenses:

- costs for laboratory, artistic supplies, software and databases, and small equipment that are not readily available in your area/department/college;
- travel to offsite locations to conduct research, such as archives, libraries, companies, museums, or collections containing materials relating to the research topic. Make sure to use the Florida Statutory mileage rate (not gas costs) for trips involving the use of a personal vehicle;

- photocopying of research-related materials or purchase of books not otherwise available at or through the University Library;
- program fee costs associated with a research-intensive study abroad program including materials and supplies needed to conduct the research abroad;
- Publication costs (if the undergraduate is listed as an author or co-author) are now considered allowable expenses within the budget of the OURI grant

Examples of non-allowable expenses include, but are not limited to:

- costs associated with attendance or presentations at professional meetings.
- gas and food expenses associated with travel (mileage to research sites is allowable);
- stipends, living expenses, tuition, or laboratory fees of the grant recipient.
- research costs normally associated with department/college budgets (e.g., computers or laptops for use at FAU);
- costs associated with the external funding of the student's faculty advisor for research in the same general area;
- the hiring of assistants or other external services;
- lessons or costs associated with professional development.

    Budget Notes:
    i. Student stipend allocation: As of Spring 2023 - Faculty are now allowed to allocate a maximum of 50% of the OURI Undergraduate grant funding awarded amount **(can't be included as a budget item in the application process)** to a student/s that have been involved in the grant, to be disbursed after the student/s have successfully presented at the OURI symposium in Spring.

    ii. FAU's Student Government Association (SGA) has funds available for conference travel and for presentations at professional meetings. See their website (click here) for more information.

Grant Period: Funds associated with the Undergraduate Research Grant must be spent by the end of the fiscal year (June 30th) in which the funds were transferred. Please consult with your department or college business manager for more information and any deadline dates for spending the funding. The project can continue past this date. Summer/Fall grants will be paid out after July 1st of the next fiscal year.

Judging criteria: All grants will be peer-reviewed by faculty, staff, and graduate students who will evaluate the merit of the proposal based on an evaluation rubric (see Appendix E):

a) <u>Strength of Proposal</u> - Proposals must be clear, concise, and understandable for reviewers from varying disciplines (broad backgrounds). Strong proposals should also meet the following criteria:

- Clear focus on a research question or scholarly problem addressed in this study: The grant explicitly states what the project will accomplish. There is a clear central idea, hypothesis, or objective.
- If a group project is selected, each group member must have a clear role/task supporting the overall research question(s).
- Background theory: provides an evaluation of previous work conducted in the area related to the question or the problem.
- Sound methodology: Methodology clearly conveys the steps that will achieve the purpose of this project and how data/information will be obtained.
- Contribution to the field or discussion of potential impact: There is an explanation of
  - the importance of the proposed project, "in the big scheme of things"
  - the value of the project's impact
  - The project's contribution of an original, intellectual, or creative work to the discipline

b) Timeline/Plan of Work- The student outlines the time necessary to complete most of the project successfully during the grant funding cycle. It is justified that the project can be reasonably completed in that time (including allocating time for research compliance requirements) and that the student will present at an FAU Research Symposium.

c) Appropriateness of Budget - The requested budget is justified and necessary for the completion of the project. The budget provides detail associated with what will be purchased (item and quantity) and an explanation of the needs evidenced by the methodology section, as well as detail on where and how the funds will be spent (see Appendix C for samples).

d) Faculty Mentor's Letter- The mentor endorses the project and the merit of the student(s) conducting the project and assures the reviewers that no other funds exist for parts/all of the project. The mentor provides appropriate research compliance information as it applies to this project (see Appendix D for more information).

Research Compliance/EHS: Please refer to Appendix B for more information. Please keep in mind that IRB/IACUC protocol and IBC approval may take 6 – 8 weeks and must be resolved within two months of the award notification if the grant is selected for funding. Most required EH&S trainings and certifications are now offered online. Please register for the required training as soon as possible. If you are unsure which trainings you need, check with your Faculty Mentor.

If you are unsure whether your research may qualify as human subjects research, please first refer to the Research Integrity page entitled Do I need IRB? In addition, you may refer to this flowchart to help determine if your research qualifies.

If you are unsure if your research requires any Environmental Health & Safety (EH&S) compliance, please review their EH&S Course Matrix by Work Type. You may also refer to their Training Programs webpage.

*FAU students conducting research projects at external institutions (e.g., Scripps) are required to complete the EH&S training here at FAU to receive grant funding.

We highly recommend students conducting any research or scholarly activities participate in the CITI (Collaborative Inter-Institutional Training Initiative). This provides access to courses that are designed to be used by institutions and organizations to provide comprehensive training in a variety of areas.

Award Notification: Grant awardees will be notified by an email sent to both the student(s) and faculty mentor once all peer and compliance reviews have been completed (approximately two months after each grant deadline date). Grant funds will be transferred to the department of the FAU faculty member for disbursement once all research compliance issues have been resolved. It is expected that compliance issues be addressed in a timely manner or within 2 months of the award notification.

Grant Recipient Requirements: Individuals awarded grants must:
1. Be able to complete the project as an enrolled undergraduate at FAU.
2. Present this work at an FAU Research Symposium.
3. Participate in pre- and post-grant award surveys regarding their experience of their research project.
4. Each student listed on the grant must complete the "Spending Your Grant Funds" module and the associated quiz on our Canvas course.
5. Reference the grant in future presentations and/or publications resulting from this work.
6. Abide by all of FAU's Intellectual Policies as they apply to the OURI grant research project.

How to Apply: Please complete the online application through Survey Monkey Apply (click here for instructions). You will upload your completed grant package (Undergraduate Research Grant Package Guidelines) to your application online through Survey Monkey Apply. Request a letter of recommendation from your faculty mentor if it is not attached to your Grant Package. The letter can either be uploaded through Survey Monkey Apply or emailed directly to ouri@fau.edu. A mentor letter of support guide has been provided (Appendix D).

Examples Of Previously Funded Grants:

Example 1
Example 2
Example 3
Example 4
Example 5
Example 6

Librarian Assistance: The Library has liaisons available in many specialization areas for all FAU Campuses. Please click on the Boca Raton link below and then scroll through the list to find a Librarian in your area. If you have a specific question for a Librarian on the Jupiter campus, we have also included the link to their staff page below.

Boca Raton Campus Library Liaisons by Specialization

Jupiter Campus Library Staff (contact for assistance)