

# **Undergraduate Research Award (URA) Program to conduct an undergraduate research project in SPRING or FALL 2012**

The Undergraduate Research Award program encourages discovery to stimulate creative activity and to provide Miami Undergraduates experience in developing grant applications. The aim and result of specific projects supported by the program may be modest as long as the work can reasonably be interpreted as research or a creative endeavor. Typical awards range from **\$150 to \$500**, but individual or group projects of exceptional merit or those projects involving interdisciplinary student teams may be funded up to **\$1,000**.

## **SUBMISSION DEADLINES:**

- **October 17, 2011 by 5pm** deadline for students to apply and receive funding to conduct a project in the Spring 2012. Students will be notified of funding decisions by December 9, 2011.
- **March 2, 2012 by 5pm** deadline for students to apply and receive funding to conduct a project in the Fall 2012. Students will be notified of funding decisions by April 27, 2012.

## **ELIGIBILITY:**

All enrolled full-time undergraduate students in all disciplines on all campuses who have a GPA of at least 2.0 are eligible to apply. A student may receive only one award from this program per academic year. Although projects must be initiated and developed by student applicant(s), each project must also be sponsored by a faculty member. Grants are not restricted to projects in any particular discipline. Application may be made for support of a research project that is also being conducted for academic credit.

## **APPLICATION SUBMISSION:**

Application Endorsement Sheet should be submitted as a pdf or word document. Cover page, Narrative, Budget Justification, and Reference pages should be submitted as a word document to:  
[weberme@muohio.edu](mailto:weberme@muohio.edu).

Application forms and instructions can be found at: <http://www.muohio.edu/undergradresearch/>

Each application must have all of the following sections, including sub-sections, listed below. The main section of the application should be a written explanation of the details of the proposed research or other creative endeavor. This narrative part of the application should be typed, single-spaced and 3-5 pages in length with one-inch margins. Please number the pages, use 12 point font. Proposals will be evaluated for funding by a committee whose members represent a wide range of disciplines. Therefore, the proposal should be written so it can be understood by an educated person who is not a specialist in the field. Points will be deducted from the ratings of proposals that rely heavily on technical jargon.

**APPLICATION FORMAT:** The following format and sub-sections must be used.

**Endorsement Sheet:** The two-sided endorsement sheet must be completed and submitted with all requested information.

**Cover Page** (1 page maximum), including:

- Project Title
- Name/E-mail of Investigator
- Abstract:
  - Briefly in 200 words or less give an executive summary of the project. This should include purpose, expected outcomes, and significance of the project, not only to the field of study and/or society, but also to your own educational development.

**Narrative (5 pages maximum), including:**

• Introduction:

You are writing for a general, but educated audience. **DO NOT** assume the audience is familiar with the technical jargon. Be certain that you discuss the following questions as you describe the work you wish to produce as a result of this endeavor:

-What work has been done by others in this area?

For example, cite the relevant journal articles or books, or the relevant exhibitions or performances. Be sure to clearly explain why these earlier works are important precursors to yours.

-What work has been done by you?

• Statement of Goals for the Project:

Here you lay out the specific questions you plan to address or the project that you plan to complete. Clearly state what you intend to accomplish, achieve, or determine by completing your project. You should include a statement of hypothesis or of the creative question at issue.

-What is the underlying motivation for this project?

• Creative Processes or Methodology:

***This is the most important section of your proposal.***

-It must briefly outline the materials you will utilize, the manner in which you will approach your project, and the major steps involved in completing your effort. Explain how the creative techniques or research methods you intend to use are appropriate for accomplishing your stated goals. Describe the important steps and materials in a way that the logic of your approach is clearly understandable.

• Expected Accomplishments or Results:

This section provides a discussion of the analysis and interpretation of results and manner of presentation of creative work.

-Discuss how you will analyze your results and interpret them or how you will present and critique your final product. Explain the significance of the intended achievements or results to the original project goals.

#### **IV. Budget and Justification (1 page maximum)**

Present an itemized statement of your best estimate of the costs of doing your project. You may request up to \$1,000, although awards typically range between \$150 and \$500.

Be certain that you justify all items listed and that you:

Explain why you require any unusual or particularly costly items listed in your budget.

Indicate why any items needed that are generally available from your department or the University at no cost to students cannot be obtained from that source. Examples include books, journals, and routine lab equipment.

As you prepare your budget keep in mind that:

-The Committee cannot give you funds you do not ask for and justify adequately.

-The Committee cannot give you additional funds during the grant period after you have received your award.

*Where applicable, mileage estimates and other travel costs should be specified. Awarding funds for travel requires that the travel be essential to the success of the project. Awards that are made for travel will be carefully scrutinized for costs.*

#### **V. Literature Cited (as many pages as needed).**

Give references (complete with titles) for all literature cited in the proposal.

#### **EVALUATION OF PROPOSALS:**

Members of the Committee represent a wide range of disciplines; each proposal should be written so it can be understood by an educated person who is not a specialist in the field. Proposals are required to follow the format described in these application guidelines and should be readable by a nonspecialist; they should be free of technical jargon and undefined abbreviations.

The members of the Undergraduate Research Committee have traditionally employed the following criteria in evaluating the proposals:

**-Readability:** Is the proposal easily understood and free of technical jargon?

**-Format:** Does the application follow the format in the guidelines?

**-Quality:** Is the research problem or creative activity clearly articulated?

**-Significance:** Is the problem worth solving? Why is the work important?

**-Feasibility:** Is the problem solvable within the time available (one semester) and with facilities available to the researcher?

#### **-Educational**

**Value:** Are the skills to be learned of high academic quality and significance?

#### **-Researcher**

**Preparation:** Does the researcher have adequate training and experience to undertake and complete the project?

**-Budget:** Is the budget reasonable, specific, and accurate?

## **APPLICATION CHECKLIST**

Before submitting the application to the Office for the Advancement of Research and Scholarship (OARS), use this check sheet to assemble the items in the correct order and to be certain the application has all the required sections and attachments.

- Endorsement Sheet (2-sided, signed by student and sponsor)
- Cover Page (1 page maximum), with
  - \_\_\_\_\_ Project Title
  - \_\_\_\_\_ Name/E-mail of Investigator
  - \_\_\_\_\_ Abstract
- Narrative (5 pages maximum, 1" margins), with
  - \_\_\_\_\_ Introduction
  - \_\_\_\_\_ Methodology
  - \_\_\_\_\_ Statement of the Hypothesis or Creative Issues Addressed
- Budget and Justification (1 page maximum)
- Literature Cited (no page limit)

## **Compliance Committee Requirements**

If the project involves Human Subjects:

you must submit an Application for Approval of Research Involving Human Subjects. See forms and instructions <<http://www.muohio.edu/compliance/index.htm>>

Prepare and submit the signed original application to the Office for the Advancement of Research and Scholarship (OARS), **102 Roudebush Hall** and send one copy of your total application in either one word document or one PDF file to: [humansubjects@muohio.edu](mailto:humansubjects@muohio.edu). Number all pages of the application.

If the project involves Live Vertebrate Animals:

1) you must be covered by an approved animal care protocol, please have your faculty sponsor notify [animalcare@muohio.edu](mailto:animalcare@muohio.edu) concerning the IACUC Protocol Number you will be working under, or

2) you must submit an Application to Use Live Vertebrate Animals in Research. See forms and instructions <<http://www.muohio.edu/compliance/index.htm>>. Submit one signed original and two copies of the application and the literature searches to OARS. In addition, send electronically to [animalcare@muohio.edu](mailto:animalcare@muohio.edu) one file that includes the completed application and literature searches.

Submission Date for Required Compliance Forms

**Submit by December 9, 2011** for projects to be conducted in SPRING 2012.

**Submit by July 22, 2012** for projects to be conducted in FALL 2012.

**UNDERGRADUATE RESEARCH AWARD PROGRAM 2012**  
**Scholarly Activities: Research and Creative Projects**  
**ENDORSEMENT SHEET**

Check the appropriate box.

Application to conduct a project Spring 2012 (Submission Deadline 10/17/2011)

Application to conduct a project Fall 2012 (Submission Deadline 3/2/2012)

Please print or type information below Submit a separate completed copy of this sheet for each student involved in the project.

Project Title \_\_\_\_\_

Project Field \_\_\_\_\_

Funds requested for project (total from budget page) \$ \_\_\_\_\_

Applications in the following disciplines will be automatically forwarded by OARS to the appropriate department/center for consideration of financial support from these funds: Crannell (Psychology), Maher (Political Science and Zoology), or Barrett Endowment for Ecology Research (Ecology).

**STUDENT APPLICANT**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Major \_\_\_\_\_ 2.0 or greater GPA  Expected Year of Graduation \_\_\_\_\_

Undergraduate Status: Enrolled full-time

Engineering/Applied Science  Arts & Science  Business  Education  Fine Arts

**FACULTY SPONSOR**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

**COMPLIANCE COMMITTEES – REQUIRED APPLICATIONS**

If required, submit by December 9, 2011 for projects to be conducted in SPRING 2012.

If required, submit by July 22, 2012 for projects to be conducted in FALL 2012.

If the answer to either certification questions 1 or 2 below is YES, you must submit the appropriate application form(s) and you must arrange to take the required training before approval can be granted for your research. Contact OARS for forms and training dates.

1. Will you, in any manner, be using **HUMAN SUBJECTS** in your project? YES

2. Will you, in any manner, be using **LIVE VERTEBRATE ANIMALS** in your project? YES

If the answer to either certification questions 3 or 4 below is YES, the appropriate committee chair will be notified if you receive an award. The committee will contact you to arrange for required training and compliance with its regulations prior to starting your research.

3. Will you, in any manner, be using **RADIOISOTOPES** in your project? YES

4. Will you, in any manner, be using **RECOMBINANT DNA** in your project? YES

### **INVESTIGATOR BACKGROUND**

In the space below, explain what makes you uniquely qualified to conduct this project. Be sure to indicate any training or experience pertinent to the project that you have had. Note here, if required by the nature of your research, your successful completion of appropriate training and compliances with regulations necessary before starting the research.

### **STUDENT CERTIFICATION**

By submitting this application,

**I certify that this proposal was initiated and developed by me,** under the supervision of my faculty sponsor. Further, I understand that, if awarded the grant, I shall submit electronically a brief (one-page maximum, typed) final report summarizing activity "to date" to the Undergraduate Research Committee chair by the appropriate Fall or Spring deadline as stated in the guidelines. Said report will indicate my progress and explain what I have gained through the project and will bear the signature of my faculty sponsor.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### **FACULTY SPONSOR ENDORSEMENT**

By endorsing this application,

**I certify that this proposal was initiated and developed by the student whose signature appears above,** with supervision and only minimal advice from me. In addition, I have read and agree to comply with the guidelines entitled, "Undergraduate Research Award Program".

I also certify that this student will submit the appropriate completed form(s) for approval of any work that involves human subjects, live vertebrate animals, radioisotopes, and/or recombinant DNA and will complete any required training for the appropriate compliance committee prior to beginning this research. Further, I have reviewed the budget and find that it satisfies the criteria specified by the Committee. Finally, I believe that this project is worth doing, will further the education of this student, and can be accomplished given the funds requested and time specified.

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Date