



## *2020-2021 Undergraduate Student/Faculty Collaborative Research Program*

### **Background and Purpose**

Undergraduate Student/Faculty Collaborative Research Program grants are designed to support research projects and creative activity carried out by undergraduate students. Projects must provide students with a meaningful research or creative experience, *with the student assuming the principal role* and the faculty or instructional academic staff member serving as a mentor. The student must write the proposal, using the advice and technical expertise of the mentor as a guide.

### **Award Information**

The program consists of both Summer and Academic Year research grants.

*The Summer Research Grant* provides a \$3,000 scholarship to the student and up to \$550 for supplies and expenses for full-time research (40 hours/week) during the eight-week summer term. The scholarship is intended to support students so that they are relieved of the need to seek outside employment and are thereby able to devote their time and energy toward research and creative activity. It will be paid in two \$1,500 installments after the submission of acceptable interim and final reports. The project period may be extended beyond the summer if additional time is required to complete the project, but no additional financial support will be granted beyond the initial award amount. The maximum period for extension is one semester.

*The Academic Year Research Grant* provides a \$3,000 scholarship to the student and up to \$550 for supplies and expenses for research beginning no later than September 14 and ending no earlier than the following May 15. The student is expected to work an average of at least 10 hours per week on the research project. The scholarship will be paid in four \$750 installments after the submission of acceptable interim and final reports.

For both grants, faculty mentors will receive a \$750 stipend (pending budget approval) after the student submits an acceptable final report. If there is more than one faculty mentor on a project the stipend might be evenly split among them.

### Eligibility Information

Students must be in good academic standing and must be pursuing his/her/their first baccalaureate degree. Students applying for the Summer Collaborative Research Grant must be enrolled for at least six undergraduate credits for the following fall semester. Students applying for the Academic Year Research Grant must be enrolled for at least six undergraduate credits during each fall and spring semester.

### Application and Application Deadline

The application for both the Summer and Academic Year Collaborative Grant can be completed here: <https://forms.gle/8JJBAvp7qMYitujU9>

The deadline for all Collaborative Research Grant applications is 5 p.m. on February 7, 2020.

### Mentor Letter of Support

Faculty mentors are required to submit (before the application deadline) a one-page statement stating their willingness to serve as a mentor; assuring that the student authored the research proposal; discussing the student's ability to carry out the project; discussing his/her/their ability to mentor the project; and describing what the faculty member will be doing to support this research project.

### Proposal Evaluation Criteria

Reviewers from *multiple disciplinary backgrounds* will be reading proposals and scoring them on how well they address the following:

- ***Intellectual and/or creative merit.*** The student should clearly explain the project's intellectual or creative merit, how the project is grounded in the theory and/or literature of the discipline, and the significance/importance/contribution of the project to the discipline.
- ***Methodology/design.*** The student should clearly explain the project's research design (e.g. the hypotheses to be tested, questions to be explored, or creative activity to be undertaken) and the processes that will be used to perform the tests, develop the analysis, or produce the creative work. This description should also spell out the distinct roles of the student and the mentors in the project. To what degree does the mentor's research or creative work shape or influence the student's? How does the work the student proposes to pursue contribute to the research or creative work of the faculty mentor?
- ***Motivation.*** The student should describe how the research project ties into the student's own career interests and projected career path.
- ***Feasibility.*** The student should (1) show that they have, or can acquire, the necessary skills and knowledge to complete the project, (2) ensure a faculty mentor will provide appropriate supervision and training, (3) show that required items (e.g., equipment, materials, software and library resources) are available or accessible, and (4) demonstrate that other special arrangements (if necessary) have been made.

- **Timeline.** The student should spell out the timeline over which the project will be carried out, including an estimate of how long each methodological step will take.
- **Outcomes.** The student should specify the project's expected outcomes (e.g., papers, artistic or creative works, models, proposals for extramural funding, demonstrations, exhibitions and manuals). Outcomes should be appropriate to the project and the discipline and be achievable in relation to the project's scope and the student's capabilities. *Please note: at a minimum the student is expected to present the results of this work at the UW Oshkosh Celebration of Scholarship and Creative Activity Event during the Spring of the next academic year.*
- **Clarity and presentation.** The proposer should avoid jargon, define terms and concepts (where appropriate), and proofread the proposal to check for organization, grammar, readability and clarity. To avoid confusion concerning authorship, the student should write in first-person voice. Since OSRCA uses a double-blind review process (whereby neither the applicant nor the reviewer reveal their identity) it is important that students not identify their research mentor by name.
- **Budget.** If the student proposes a supplies and expenses budget, the budget ought to be clear and justifiable.

#### **Double blind review process and narrative voice**

Research proposals must not contain any information that might identify either the student or the supervising faculty mentor. Likewise, anonymous faculty reviewers will assume that the proposal is written by the student and that, therefore, any first-person references ("I" and "we") will reflect this fact. Since the student is authoring the proposal, the student should avoid referring to himself/herself/themselves as "the student."

Faculty reviewers of proposals will remain anonymous.

#### **IBC/IRB/IACUC Requirements**

Activities that utilize biological infectious agents, toxins of biological origin, human or nonhuman primate products (i.e., cell lines, tissue, blood), and recombinant or synthetic nucleic acid molecules must obtain the approval of the Institutional Biosafety Committee (IBC) before a project is funded. Research involving human subject must be reviewed and approved by the university's Institutional Review Board (IRB) before it is funded. If your research will involve the use of vertebrate animals, you must submit a protocol application to the Institutional Animal Care and Use Committee (IACUC). Information and forms relevant to all of these approvals are available at [grants.uwosh.edu/sample-page/research-compliance/](http://grants.uwosh.edu/sample-page/research-compliance/).

#### **Reporting Requirements**

Reporting due dates will be specified in grant award letters.

*Summer Research Grants.* One interim report and a final report are required.

*Academic Year Research Grants.* Three interim reports and a final report are required. Each report should not exceed one page, should avoid technical language and should address the following points:

- activities and accomplishments to date
- problems encountered (if any)
- activities to be completed by the next report date (except for final report)
- significance of the project outcomes to date.

The Office of Student Research and Creative Activity will follow up with each student and mentor to identify project outcomes and successes.

#### **Questions and Assistance**

The Office of Student Research and Creative Activity is happy to provide students and their research mentors with advice on how best to prepare proposals for research and creative work. Contact Stephen Kercher, interim director, at [osrca@uwosh.edu](mailto:osrca@uwosh.edu) or [kercher@uwosh.edu](mailto:kercher@uwosh.edu).