

Undergraduate Research & Scholarly Achievement Small Grant Program Guidelines

The objective of the URSA Small Grant Program is to provide modest support to foster undergraduate research and scholarly achievement across the university. The program will provide funds up to \$5000 to support meaningful undergraduate research. A major objective of the program is to provide undergraduate students in all disciplines throughout the university with the opportunity to engage in creative discovery as it relates to their discipline. Undergraduate students are encouraged to submit proposals in conjunction with their faculty mentors. It is anticipated that a portion of the funds requested will go toward summer support for undergraduate fellows and for travel to professional meetings to present the results of the research/scholarly activity.

ELIGIBILITY

Full-time Baylor faculty, regardless of rank, are eligible to serve as faculty mentors for URSA small grants.

Visiting faculty, adjunct faculty, postdoctoral fellows, and research associates may participate in small grant programs, but are not eligible to serve as faculty mentors.

The OVPR encourages collaborative proposals that engage students in interdisciplinary research environments.

SUBMISSION PROCEDURES

Begin by identifying the OSP coordinator assigned to your department. [Click Here](#) to view the list of coordinators and their departmental assignments. Contact your coordinator and let them know you are interested in applying for an URSA small grant.

It is neither necessary nor desirable to wait until a proposal is in its final, edited form before contacting the Office of Sponsored Programs for advice, assistance with preparation of the proposal budget spreadsheet, or issuance of the proposal directory.

Your coordinator will provide you with a link to a folder in Baylor's Box system.

Fill out the application form, save it to your computer, and upload a copy into your Box folder. **IMPORTANT:** Only applications submitted electronically through Box will be considered. Paper or email applications are not accepted.

After filling out the application, send your department chair and dean a link to your Box folder for their review and approval.

Please note that it is the responsibility of the principal investigator to ensure all completed proposals are approved by the unit chair and dean prior to the submission deadline. Late, incomplete or unapproved proposals will not be forwarded to the committee for consideration.

Application Checklist

1. Complete application form;
2. Project budget spreadsheet (created by the OSP)
3. Complete proposal routing form electronically signed by chair and dean
4. Any supporting materials described in application/proposal

PROGRAM RESTRICTIONS

- Awards will be for 12 months and will coincide with the university fiscal year, from June 1 through May 31. The maximum request will be \$5,000 for a summer/fall/spring project or \$3,000 for a fall/spring project.
- All project funds must be expended during the fiscal year in which they are awarded. No-cost extensions are not allowed.
- While requests for supplies and materials will be allowed, it is expected that the majority of the funds will go toward supporting the undergraduate fellow and not toward the purchase of equipment.
- Funds may not be requested for the following:
 1. faculty salaries and fringe benefits;
 2. supplemental pay for full-time Baylor faculty and staff;
 3. faculty travel to professional meetings or conferences to present project results (see Budgetary Considerations);
- Funds may not be requested for the following without prior approval from the OVPR:
 1. local travel (within 100 miles) accomplished within a one-day period;
 2. expenses incurred prior to the beginning of the project period.

PROJECT NARRATIVE

The project narrative is the heart of the proposal. Project narratives must be limited to 10 pages and should address the following points.. Proposals that do not address these 6 points will not receive consideration.

1. **Background and rationale.** Provide an introduction to your project.
2. **Specific objectives.** What will we know at the conclusion of this project that we do not know currently?
3. **Potential significance.** Why is this project important?
4. **Plan of work.** What is the methodology? Briefly describe how the project will be carried out
5. **Specific role of undergraduate researcher(s).** How will this project benefit the undergraduate fellow(s)? What are the specific learning objectives for the undergraduate fellow(s)?
6. **Plans for publication/dissemination of project results.** How will the results of the project be disseminated? Will the undergraduate fellow present a poster or an oral presentation at a meeting? Will the undergraduate fellow be a co-author on a publication?

GRANT FORMS

- [Click here](#) to download the application form.

TIPS

- It is neither necessary nor desirable to wait until a proposal is in its final, edited form before contacting the Office of Sponsored Programs for advice, assistance with preparation of the proposal budget spreadsheet, or issuance of the proposal directory.
- Please note that all proposals must be completed and approved by the unit chair and dean **prior to the submission deadline**. Late proposals, incomplete proposals, or unapproved proposals will not be forwarded to the URSA small grants review committee for consideration.

INSTITUTIONAL COMPLIANCE MAY BE REQUIRED

- Projects utilizing human subjects, animal subjects, radioactive materials, or recombinant DNA must have established protocols approved by the relevant institutional compliance committee(s). Notification of an approved protocol must be received by the Office of Sponsored Programs before an award will be activated and before research may begin.

BUDGETARY CONSIDERATIONS

Travel

Faculty and student travel is an allowable expense only when it is essential to accomplish specific grant objectives. In the case of authorized travel, reimbursement for transportation, lodging and meals will be in accordance with current university travel policy. Expense reports for travel conducted on internal grants must be approved by OSP. Department approvers must submit original and electronic version of expense reports to OSP, who will approve and submit to Accounts Payable for reimbursement.

Equipment

Although not encouraged, minor equipment requests will be considered. Upon project termination, any equipment purchased with project funds will remain under the jurisdiction of the department of the faculty mentor.

Website Development

Any website or online database proposed with OVPR funding must meet the following requirements:

1. The site must adhere to the Baylor ITS Website Policy and all related policies noted in that document (<http://www.baylor.edu/its/index.php?id=43845>).
2. Investigators who wish to use 'Baylor' in their site's domain name must have prior approval from the Office of General Counsel.

3. Investigators are responsible for ensuring all Baylor marks are used appropriately, as required by the Baylor Graphic Standards (<http://www.baylor.edu/graphics/>).
4. Just as with printed publications, websites produced with OVPR funds must display an acknowledgement that the site was funded in part by a grant from Baylor University's Office of the Vice Provost for Research.

PROPOSAL REVIEW

A broadly representative faculty review committee will evaluate URSA small grant proposals for substantive merit according to the following major criteria:

- Scholarly merit of the research and its appropriateness as a vehicle for undergraduate research;
- Extent to which the project engages undergraduates in meaningful research experiences;
- Likelihood that the project will lead to opportunities for undergraduate publication or other professional presentation of project results.

Additional considerations will be

- Qualifications and experience of the faculty mentor and other key personnel that indicate the ability to engage undergraduates successfully in meaningful research experiences
- Project uses existing resources and programs to expand undergraduate participation in research
- Project shows promise to extend student benefits of participation beyond the period of the small grant project

AWARD CONDITIONS

Grant administration

Awards will be set up as TRAX accounts and administered through the Office of Sponsored Programs. Training on TRAX (the Baylor Financial Transactions System) is available through Information and Technology Services.

Project revisions

Awardees are required to conduct the project in accordance with the proposal and budget approved by the URSA small grants review committee. Any change in research objectives or scope of work or a major budget revision requires the prior approval of the Office of the Vice Provost for Research (OVPR). Minor budget revisions can be approved by the Office of Sponsored Programs. Please submit requests for major revisions to Blake_Thomas@Baylor.edu (x3153).

Final Report

Awardees are required to submit a final project report to the OVPR no later than 60 days after the project expiration date. The OVPR will notify awardees and provide a format for the final report. Failure to comply with this requirement will render the investigator ineligible for future funding from the URSA small grants program or the OVPR.

Scholars Week

URSA small grant recipients, both faculty and students, are required to participate in Scholars Week. Schedule and details will be provided by the URSA Scholars Week committee.

Duplicate funding

If external funding is awarded for the approved research, all remaining funds in the small grant must be relinquished immediately.

Acknowledgement

Any published work supported in whole or in part by an URSA grant should acknowledge such support in the publication. Other publicity related to the project, such as Baylor PR articles, should also carry acknowledgment. An example acknowledgement is: "This study was supported in part by funds from the Undergraduate Research and Scholarly Activity Small Grant Program and the Vice Provost for Research at Baylor University."