URSA Guidelines for Travel and Equipment/Supply Grants

This document provides guidelines for offering additional grant funding to support Baylor undergraduate research. In addition to the URSA small grants program, URSA is offering competitively awarded grants for faculty and student travel and for equipment and supplies needed to support undergraduate research. Application will be through the URSA formal granting process – either as part of the annual process of grant applications or in response to a special call, if needed.

1. Faculty travel to CUR meetings, training, presentations to funders and government bodies, and other administrative travel:
   a. Faculty travel is not funded for research or for presentation at professional meetings.
   b. The URSA Steering Committee may, however, approve sending a representative or representatives to CUR meetings or to meetings concerning the administration of undergraduate research. Attendees will preferentially be members of the Steering Committee, directors of relevant campus programs, leaders of an undergraduate research organization, or senior investigators of grant proposals requesting external funds to support undergraduate research. Investigators receiving an URSA grant in the current or the previous year are eligible to request support for travel.
   c. The purpose of faculty travel is to educate campus mentors, to improve leadership in undergraduate mentoring, and to attract additional external funds. The URSA Steering Committee may also fund faculty or steering committee travel for the following:
      i. Presentations to the state legislature
      ii. Presentations to the U.S. Congress
      iii. Presentations to educational or granting agencies and to foundations, or attendance at meetings or training sessions concerning grant submissions to support undergraduate research
      iv. Providing a chaperone for an undergraduate group trip to a professional meeting
      v. The URSA Steering Committee may also send officers of BURST and other student research organizations to off-campus meetings for the purpose of leadership development.
   d. URSA may split costs with departments and other programs under the VPR.
   e. URSA will prioritize funds for CUR meetings as part of regular fiscal year planning.
   f. URSA may organize a second call for any remaining grant or other funds for expenditure within or between fiscal years.

2. Student travel to present at meetings or to conduct short term research:
   a. Students and faculty mentors may apply for travel support to
      1) cover expenses for a student to present at a national or international meeting; or
      2) conduct a short-term research project.
b. URSA will also identify outstanding grant recipients to act as Baylor University representatives for presentation at national meetings. In these cases, travel funding will be made available as a grant supplement using the one page application.

3. Equipment and supplies for undergraduate research.
   a. Investigators receiving an URSA grant in the current or the previous year may request support for the purchase of equipment to provide long term support for undergraduate research under their supervision. The applicants will submit a one page application describing the project and justification for how the equipment will be used to support undergraduate research. Equipment supplement allocations may be combined with departmental or external grant funds to purchase higher cost items.
   b. Preference will be given to faculty with a record of on-going undergraduate mentees and to team projects which cover multiple students annually. Preference will also be given to faculty mentors whose current research undergraduates have received recognition for the quality of their work, such as departmental or professional society awards.
   c. The director, the chair of the grant subcommittee, and a representative of the VPR’s office will evaluate the applications, before providing funding recommendations for approval by the steering committee.
   d. The funding obligates the faculty mentor to direct one or more student presentations/posters for Scholars Week during the following academic year.