Call for Proposals

**College of Natural and Health Sciences**

***Summer 2022***

***Phelps Family NHS CAP Undergraduate Student Research Grant***

The purpose of the Phelps Family NHS CAP Undergraduate Student Research Grant program is to support undergraduate students who participate in research at UNC. These grants are intended to support expenses related to undergraduate research such as travel, supplies, and other necessary expenditures to conduct and complete student research projects.

# Purpose

The Phelps Family NHS CAP Undergraduate Student Research Grant Fund is designed to support research and research-related travel by NHS undergraduate students. Salaries are not eligible for funding (this includes student stipends/hourly pay). All expenses must be consistent with University policy ([http://www.unco.edu/purchasing/acctpay/travpro.htm).](http://www.unco.edu/purchasing/acctpay/travpro.htm))

Through these CAP Student Research Grants, the Donors desire to convey an understanding of “**CAP**” values and behaviors:

* **Contribute**…by volunteering time and personal skills, talents, abilities, experience and passion around issues in service to the community;
* **Achieve**…by displaying a bias toward action and performance (including academically), self-reliance, persevering, and overcoming obstacles to accomplishing goals;
* **Pay-it-forward**…by impacting the lives of others in meaningful and positive ways to them through small or large, random or planned, acts of kindness, caring, and “giving back.”

The Donors believe that these three **CAP** values and behaviors are among the foundation pillars for building and living meaningful lives. These Research Grants recognize that conducting student research projects, with faculty mentoring, enhances the academic experience and facilitates student success.

# Funding Level

A total pool of $15,000 is expected to be made available for the summer 2022 semester. Individual proposals may request up to $2,000.

# Eligibility

* Undergraduate students who have been admitted to a degree program within the College of Natural and Health Sciences.
* Students are eligible for one grant per calendar year.
* Students are limited to one grant proposal per calendar year.

# Timeline for Spending Awards

Grants awarded in the spring semester must be spent by August 31, 2022.

# Proposal Submission Deadline

One round of funding will take place in the 2021-2022 academic year. Students **must submit their application via email1**(including faculty support letter) to the NHS Dean's Office ([NHS@unco.edu](mailto:NHS@unco.edu)) by Tuesday April 19, 2022. Use the subject line **Phelps Family NHS CAP Student Research Grant** A**pplication**. *If faculty have concerns regarding support letter, please contact NHS Dean's Office.*

# Proposal Review Procedure

Proposals received by the stated deadlines will be reviewed by the NHS Research, Scholarship, and Creative Works Committee who will recommend to the Dean of the College an allocation of funds.

# Proposal Format

Each application for Student Research Fund monies must include

* A completed NHS Student Research Fund Application Form (on the last page)
* A Project Narrative
* Project Budget and Timeline
* Attachments

Each of these is described below. While the student should write the proposal, the committee encourages students to seek support from their research advisor or other faculty to refine their proposals.

# Project Narrative

Project narratives should be no longer than two (2) pages of single-spaced 12-point font. Because faculty reviewers are in diverse fields and may not be acquainted with your area, **write the proposal for readers outside of your field**. Do not assume reviewers will understand or value your research unless you can make a strong case. Items to address in your proposal include

* 1. A description of the proposed activity and its significance.
  2. An explanation of the significance of the proposed research. At least one third of the proposal should be devoted to a description of the significance. The significance should address questions such as: Will the project address a gap in our knowledge? Does the project involve an innovative approach? If the project involves quantitative research, will the proposed activity lead to valid data that can be statistically analyzed? What is the impact of the proposed activity on the research community and/or society?
  3. In proposals requesting funds to conduct research, include your overall research questions, hypothesis and a brief description of methods, but it is not necessary to include the research question(s), hypotheses and actual steps in each procedure you plan to perform.
  4. If the proposal relates to previously funded student research, please reference how the current project is related to outcomes of the previous/ongoing work.
  5. Including a reference list may be appropriate. This list does not count towards the 2-page limit
  6. If requesting conference funds, include a copy of the abstract as an attachment (does not count towards 2-page limit) and indicate whether the paper has been invited and/or accepted. If you are waiting to hear about the acceptance, indicate when that decision will be announced.

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1 We would prefer to receive your application in a single PDF file, but that is not a requirement for submission.

# Project Budget and Timeline (No more than two (2) pages)

1. A detailed itemized project budget and total requested with a detailed timeline.
2. If funds are requested to participate in a conference, include the title of the meeting. If accepted, please include the acceptance letter.
3. If the total project budget exceeds $2,000, include a list of other project funding sources from which you are seeking funds, if applicable.
4. All equipment/software proposals must be accompanied by a budget justification

verifying the equipment/software needs are outside of existing resources.

# Attachments

1. A letter of support from a faculty research mentor addressing the following
   1. Significance of the project for the student's research/professional development.
   2. Verification of non-consumable equipment/software needs outside of program resources and equipment/software value to future student projects.
   3. Statement of consent
2. A copy of the abstract if you are applying to attend a conference or other professional meeting to give a presentation.

# Screening Rubrics

|  |  |
| --- | --- |
| **Research Proposal Criteria (12 points possible)** | **Not Included (0 points) Partially Developed (1 point) Fully Developed (2 points)** |
| Clear Description of the proposed activity |  |
| Significance of proposed research is clear based on a gap in knowledge  **OR** an innovative approach |  |
| Data collection appears valid and related to question or hypothesis |  |
| Qualitative or quantitative measures for testing question or hypothesis are clear |  |
| Budget is clear and justified |  |
| Mentor Letter is supportive |  |
| ***TOTAL POINTS*** |  |

|  |  |
| --- | --- |
| **Presentation Proposal Criteria (8 points possible)** | **Not Included (0 points) Partially Developed (1 point) Fully Developed (2 points)** |
| Has the abstract been accepted |  |
| Based on abstract, is work completed to the point where it is ready for presentation? |  |
| Budget is clear and justified |  |
| Mentor Letter is supportive |  |
| ***TOTAL POINTS*** |  |

**Phelps Family NHS CAP Undergraduate Student Research Grant** **Application**

Student Name (Print) Student

School/Department Degree Program Proposal Type (check one) Research Conference

Student e-mail Student Signature

Research Mentor Name (Print) Research Mentor Approval Signature School Director/Department Chair Signature

Project Title