College of Social and Behavioral Sciences
Undergraduate Research Award

This award supports research activities for undergraduate students in the College of Social and Behavioral Sciences. The award, up to $500 (while funds are available), is to be used specifically for costs related to research projects that are part of the student's degree program and undertaken with CSBS faculty members as sponsors/mentors. All awards must be expended by June 30, with each fiscal year allocation clearly indicated.

Eligibility and Selection Criteria
- Open to any undergraduate student with a declared **major** in CSBS.
- We only fund research projects with **CSBS faculty members** as sponsors.
- This is a student award, therefore the project must be substantially conceived and designed by the student and must be implemented by the student. Clear evidence that the project was conceived and designed by the student and will be implemented by the student must be provided.
- Class projects and projects in which the undergraduate student serves as a research assistant on a faculty or graduate student project are generally not eligible for funding.
- Proposals may be submitted by individual students or by groups/teams of students working on the same research project. Group projects are not eligible for multiple individual awards.
- The student's research/faculty adviser must verify the intended use of the monies.
- Students may receive only one award per academic year.
- Selection of award recipients will be based upon the academic merits of the proposed project and adherence to the submission guidelines.
- Any revisions to the approved budget must be resubmitted for approval.

Eligible Costs
- Computer software and hardware, laboratory or field research supplies
- Relevant office costs (mailing, photocopying), library services
- Travel costs directly related to research activities
- External laboratory fees/costs

Ineligible Costs
- Student wages, academic course fees
- Costs related to presentation of results (travel to conferences, thesis, publishing)

Please attach:

1. A description of your proposal. Because your proposal will be reviewed by faculty from various departments, please take care to explain your project in a clear and understandable way with minimal jargon. Include the following six points along with the headers intact for organization purposes and ease of evaluating.

> **a. Background and problem statement.** Begin with several paragraphs that draw the reader into the project. Describe the problem you are investigating, set that problem in a context, indicate its importance, and show how your study will contribute to an understanding of the stated problem.

> **b. Review of literature.** Summarize research which relates to your problem. Cite and discuss between three and five important sources. Show how your study relates and builds on the ideas you discuss from the related research.

c. Objectives. List the primary goals and objectives of your research. If you have a hypothesis or questions you are specifically trying to answer, they should be listed and discussed in this section.

d. Methodology. Any subject eligible for presentation at a conference in any of the disciplines in CSBS can be considered. Describe your project in sufficient detail for a committee composed of seven faculty from different disciplines in the College of Social and Behavioral Sciences to understand. Projects can be of many types: archival or otherwise text-based, data analysis, design, formal-analytic, experimental, qualitative analysis, etc. It is important that you discuss how your methodology fits your problem statement and meets your objectives. For projects involving human subjects, be sure to describe in detail the population you plan to work with and the design of your project (e.g., interviews, surveys, participant observation). Explain how you plan to gain trust and/or access to your participants and the kind of environment in which your research will take place. Include examples of survey instruments and interview questions if they are used in your study.

e. Reference Section. List in proper APA or comparable style the three to five references you used in your review of the literature.

f. Plans to present or publish your findings. List professional meetings or on-campus forums in which you plan to present your research. Include the date and location. If you plan to publish your results, indicate journals that might accept your article. Please note that presentation of the results at the CSBS Research Conference is a requirement of this grant. We generally do not grant funding if you are unable to attend the CSBS Research Conference. Note: When presenting or publishing research you are required to indicate that partial funding was obtained from CSBS.

g. Proposed and justified budget. It is important that you follow these instructions carefully. Projects are expected to be completed within a reasonable period of time. Funding is generally given when the project is completed. If special circumstances require that you receive some funding before this date, please explain in this section.

      1. Provide a detailed budget including justification for all listed expenses. If necessary, indicate mileage and calculate mileage reimbursement (please note that the current mileage reimbursement rate is $0.268 per mile; provide a print out (and highlight the appropriate line) of the in-state or out-of-state automobile mileage at https://obo.uni.edu/accounts-payable/travel-guidelines#transportation (scroll down the page to Mileage Reimbursement Rates); and a printout from an on-line store if you are purchasing supplies.

      2. Provide a time line in which research will be completed and expenses incurred. It should be clear from your time line when you are conducting each aspect of your research. Additionally it should be clear from your timeline when you are using each portion of your funding based on your expenses.

2. Human Participants Approval letter from the IRB. You must state if your research requires IRB approval or not. If your research does not require IRB, you must indicate why not. If your research will involve human participants, you must include a copy of the letter of approval from the IRB to you as the primary researcher. No funds will be released until you have received IRB approval in your name and provided a copy of the approval letter.

College Social and Behavioral Sciences
Undergraduate Research Award
Application

Please deliver a typed and signed copy of this application cover sheet and the supporting materials to CSBS UG Research Award, Sabin 319, Mail Code 0403.

Please use the following as a template for your request. Please maintain all headings and sub-headings to insure all sections are complete.

Date:

Name of Applicant:

Student ID Number:

Address While at UNI:
 Phone:

Permanent Address:
 Phone:

Email Address:

Faculty Supervisor Name:
 Phone:
 Email:
 Department:

1. Title of Project:

2. Summary of Research Project (see guidelines below):

 a. Background and problem statement.

 b. Review of literature.

 c. Objectives.

 d. Methodology.

 e. Reference Section.

 f. Plans to present or publish your findings.

3. Proposed and justified budget (see guidelines below)**.**
 a. Specify any other sources of funding you have applied for or received (date and total amount applied for).

 b. Specify funds you've received from this committee in the past and when you received them (date and amount).

c. Provide a detailed budge for the current project. Please note: The Committee reserves the right to require that reusable capital items (e.g., GPS units, camcorders, interview transcribers, etc.) that are purchased to complete the research project will be turned over to the student's major department by the student upon completion of the project.

4. Time line for project and expenses incurred (see guidelines below)**.**

Total amount requested: _____

IRB approval (indicate whether each statement below is true or false by circling the correct answer)

This project <u>does not require</u> IRB approval. True / False.
If true, clearly state why it does not require IRB approval.

This project <u>requires</u> IRB approval. True / False.
a. If true, attach the Human Participants Approval letter from the IRB with you listed as the primary investigator to the back of this proposal.
b. If IRB approval is pending please attach a copy of your IRB application.

I certify that this research has been conceived and designed by me and that it will be implemented by me. I further certify that the application is complete with all areas filled out. I further certify that I will present this research at the CSBS Student Conference held in the Spring.

Applicant _____ Date _____

I certify that this research has been conceived and designed by the student applicant and that it will be implemented by the student applicant. I further certify that the application is complete with all areas filled out.

Faculty Supervisor _____ Date _____

To the best of my knowledge this research has been conceived and designed by the student applicant and that it will be implemented by the student applicant.

Department Head _____ Date _____