



IGNITING STUDENT IDEAS

# CONNECT RESEARCH/CREATIVITY GRANT GUIDELINES

The purpose of the CONNECT Grant program is to provide funding support for undergraduate students who want to take their education to the next level, to do something beyond standard course work, that is different, out-of-the-box and exceptional. The library is anxious to support students who are being held back from taking the next step in their university education due to a lack of funding. CONNECT Grants provide \$100-\$500 awards, on a competitive basis, to help make these types of projects possible.

**SUBMISSIONS:** Grant proposals may only be submitted through the CONNECT Online Proposal Forms. All potential grantees should read and follow all of the grant guidelines and comply with grant deadlines. Expedited reviews may be requested for unusual or emergency situations. Send requests to: [sparc@suu.edu](mailto:sparc@suu.edu).

**Deadlines** -- *Fall Semester* - 2<sup>nd</sup> Friday in October, 2<sup>nd</sup> Friday in November  
*Spring Semester* - 2<sup>nd</sup> Friday in February, 2<sup>nd</sup> Friday in March  
*Summer Semester* – 2<sup>nd</sup> Friday in June

## Guidelines

### ***Student and Project Mentor Information***

1. CONNECT Grants are open to all SUU undergraduate students, regardless of major or course of study, Priority is given to upper-division students (Juniors and Seniors)
2. All grant submissions must be made using the CONNECT Grant online proposal form.
3. All grant projects must have an active and confirmed faculty, staff or professional mentor. Mentors must submit a CONNECT Mentor Support form confirming their participation for every grant project they are supporting as a mentor.
4. To be eligible for review, a complete grant proposal includes BOTH a CONNECT Grant Proposal Form AND a CONNECT Grant Mentor Support Form.
5. Groups: CONNECT Grants are for student advancement and enrichment and are NOT awarded to departments or programs. While the grant program encourages student collaboration, only one grant may be proposed for a group research/creative project. Departments and students are responsible for ensuring that only one grant proposal is submitted per project. An appropriate student leader/PI should be selected to submit the grant proposal. The group leader/PI has primary responsibility for seeing the project through to completion and for collecting and submitting receipts for reimbursement.

### ***Project Description***

5. *Project Title:* Choose a title that is descriptive and specific.



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6. *Total Cost:* This should be the total cost to complete your entire project NOT just the amount that you are asking for from CONNECT Grant funds.

7. *Funding Request:* This should be the total amount you are requesting from CONNECT Grant funds.

8. *Additional funding:* List here all the additional funders providing support for the project. Identify each source and the amount they will provide. Priority is given to projects that have additional support beyond the funds being requested from the CONNECT Grant program. Additional funds may come from university colleges, departments, programs, or outside funding including commercial and private entities.

9. *Project Dates:* All proposals must include an anticipated start and end date.

10. *IRB Approval* (when required): It is the responsibility of the Applicant, in cooperation with the Mentor, to ensure that all necessary IRB protocols have been followed.

### ***Project Summary***

9. *Project Abstract:* This section should explain your project and how you plan to accomplish it. (250 word maximum).

10. *Moving Beyond:* Explain how your project takes your learning beyond the classroom and allows you learn and to perform at a level not possible without CONNECT Grant funding (250 word maximum).

11. *Personal Impact:* Briefly describe how this travel will impact your educational, professional and/or personal life. (250 word maximum).

12. *Budget Narrative:* Briefly describe the budget costs and why they are needed to complete the project.

13. *Budget:* Your budget should list every expense required to complete your project NOT just the portion to be acquired using CONNECT Grant funding. The budget should be itemized with a cost for each item. The total cost for the project and the portion proposed for grant funding should be clearly delineated (check the Example). CONNECT Grants do NOT fund salary, benefits, student wages or indirect costs. Non-perishable equipment or supplies that remain after the completion of the grant become the property of the department or area where the Grant Mentor is employed.

14. *Reimbursement:* Grant funding is dispersed as a reimbursement for grant project expenditures for which there are appropriate receipts or invoices. Grant reimbursements can be transferred to a department or area that makes purchases in support of a student project or they can be made directly to the student.

15. *Awards:* Grant awards will be made within 2 weeks of the posted deadline



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*Report*

16. *Report:* A summary outlining the completed project (1 page minimum) must be submitted to the CONNECT Grant Program within 30 days of completion. You should provide photographs that illustrate your project's success where appropriate. Send to: [sparc@suu.edu](mailto:sparc@suu.edu)