

CALL FOR PROPOSALS

Ignite Undergraduate Research Grant 2023-2024



ANNOUNCEMENT

The Office of Undergraduate Research is pleased to announce that proposals are now being accepted for the Ignite Undergraduate Research Grant funding for the **academic year 2023-2024**. A maximum of **\$60,000** will be available for research funding beginning July 1, 2023.

Awards will average \$5,000 each; however, proposals can be submitted for **funding up to \$10,000**. Funding may include supplies, travel (where appropriate), equipment, or other expenses as defined. **See complete submission instructions and definitions in the Application Package/Solicitation section of this announcement.**

DEADLINE FOR SUBMISSION: Proposals are due no later than 5 p.m. EDT on **Friday, March 3, 2023**. They should be submitted as PDF electronically at <http://bit.ly/ERAUIgnite>.

Please be aware that all applicants will be required to submit a signed [Proposal Cover Page/Review and Approval form](#) and all other required elements of the proposal package by the deadline date. The Cover Page and Approval Form may be signed electronically.

Answers to F.A.Q.'S for the APPLICATION Process

GENERAL INFORMATION

- Full proposal packages must be submitted as per the **Proposal Preparation and Submission Instructions** section for them to be reviewed.
- Students are to obtain all Faculty Mentors signatures and Faculty Mentors are to obtain all required signatures from the Department Chair on the Proposal Cover Page/Review and Approval Form. Digital signatures are encouraged.
- **Signature by the Faculty Mentor indicates all proper safety protocols will be followed and any additional approvals (e.g., IRB and EH&S) will be acquired prior to the start of the research project.**

AWARD INFORMATION

- Awards up to \$10,000 will be available for a period starting July 1, 2023, and must be spent within the fiscal year, by March 31, 2024.
- Awards **MAY NOT** fund student wages or travel related to presenting research findings.
- Awards are made by the Office of Undergraduate Research from recommendations by the **Ignite Grant Review Committee** and are subject to availability of funds.
- There will be approximately 6-12 projects funded.

PARTIAL AWARDS

While every effort is made to fund chosen projects at the requested amount, on occasion, the Ignite Grant Review Committee will suggest a level of funding less than requested. It is the responsibility of the Undergraduate PI and the Faculty Mentor to determine if the awarded amount is sufficient to complete the group's stated goals with the awarded amount. If the amount is not sufficient, then the group must inform the Office Undergraduate Research of required edits to the proposal. If the Undergraduate PI and the Faculty Mentor do not believe that the project can be completed with the funds awarded, then the group should turn down the award in writing and allow the funds to be used for a different research project.

ELIGIBILITY

- All student groups must have a faculty member as a mentor and budget signing authority. The Office of Undergraduate Research will maintain the Cost Center Manager responsibility.
- Student groups are not required to be registered with the Department of Student Engagement & Student Union, however, if the group is eligible to be registered this should be pursued.
- Proposals can be submitted by both masters and undergraduate students, however, there must be a majority of undergraduate presence to be eligible for Ignite funds.
- The Primary Investigator (PI) must be an undergraduate student during the period of funding.
- Full time current non-tenure, tenured and tenure-track faculty can serve as a mentor. A faculty mentor should not be on sabbatical during the 2023-2024 academic year.
- Adjunct professors, instructors, and staff that wish to serve as a mentor must have permission from their Department Chair or Department Director to serve as the mentor.

Required Deliverables

There are four required deliverables that must be completed as a condition of your funding:

1. A comprehensive manuscript prepared in accordance with the *Beyond* Research Journal Policies (<http://commons.erau.edu/beyond/policies.html>) must be submitted within 60 days of the completion of the research, whether that is still in the funding cycle or sometime later. Teams may request a waiver of this requirement only if their manuscript is being submitted to an external journal.
2. All projects must participate in the annual Discovery Day Student Research Symposium (Spring 2024) AND Fall Student Research Symposium (Fall 2023). Questions about the scope of involvement in these events can be addressed to the Office of Undergraduate Research.
3. Each project team must provide a project status (with photos when possible) in January 2024, to be utilized in the Department newsletter, and/or other media outlets.
4. Team participants must complete a pre-assessment before the release of funds by July 1, 2023, and a post-assessment by August 31, 2024.

Failure to complete these required deliverables will render student researchers ineligible for future funding and may prevent the remaining funds of the awarded grant from being available to the team.

REVIEW CRITERIA AND INFORMATION:

The following criteria are utilized in reviewing proposals.

Originality/Creativity

Feasibility

Communication

Methodology

Contributions

Need

Qualifications

Access to Resources

Funding Requested

Teams may view the full rubric here: <https://bit.ly/3C8oDUZ>

Human Subjects (IRB)

If the project includes research that involves human subjects, it must be reviewed by the Institutional Review Board (IRB) prior to any research being conducted. This must be indicated in the project narrative. If specific safety protocols and approvals are required, this must also be indicated in the project narrative. All approvals are the responsibility of the research team under the supervision of the faculty mentor.

Safety Policies

If your project involves **chemicals or hazardous materials**, you are responsible for contacting the Environmental Health and Safety Department (dbehs@erau.edu) for assistance with training, completion of a comprehensive document as the Standard Operating Procedures (SOP) and obtaining approval to purchase items of this nature.

If your project involves **physical hazards**, you are responsible for contacting the Environmental Health and Safety Department (dbehs@erau.edu) for assistance with training and completion of the [Job Hazard Analysis](#) template.

NOTE: If your project involves any safety risks, consider adding the costs of mitigating these risks (i.e., training, engineering controls, PPE, etc.) to your budget.

*Failure to adequately meet all published University safety protocols will result in the withholding of grant funds. Hazardous and/or chemical items **cannot** be purchased until EH&S approval for such items is obtained by the PI and Faculty Mentor.*

NOTE: To access the Standing Operating Procedures information can be found via ERNIE [Access form via ERNIE > Departments > Environmental Health and Safety > Standard Operating Procedures]

Intellectual Property Ownership

The use of Ignite funds gives ERAU an ownership stake in any invention that results from use of the funds (see APPM 12.0). ERAU may fund intellectual property protection of the invention and provide marketing services to turn your invention into a real-world product. For questions or more information contact Stephanie A. Miller, Ph.D. at stephanie.a.miller@erau.edu.

Equipment and Materials Ownership

Understand that any equipment purchased through this fund that is capable of being reused for further research is the property of Embry-Riddle Aeronautical University. Because the Office of Undergraduate Research does not pay faculty members as a research mentor, reusable equipment and materials (other than computers, iPads, etc.) that are used in a funded research project will often be donated to the department of the research faculty mentor. This policy is in place as a way of recognizing the faculty mentor for their service and to ensure that the equipment is used for future research projects.

However, if the research team is a student organization that will continue research using the purchased equipment and materials and the faculty mentor is no longer the advisor of record, the equipment and materials should remain with the student organization until such research ceases.

Deadlines and Schedule

Date	Action Item	Person Responsible
March 3, 2023	Proposal Application Packages due by 5 p.m. EST to the Office of Undergraduate Research (Completed and signed)	No late applications will be accepted
March 3-17, 2023	Panel Review of the Proposals to determine second round participants	Office of Undergraduate Research and Grant Committee
March 17, 2023	Announcement of second round participants via email	
March 20-April 7, 2023	Presentation of top proposals	Applicants and Ignite Grant Review Committee
April 12, 2023	Announcement of Ignite Grant Recipients	Announcements will be made at 2023 Discovery Day
July 1, 2023	Start date of award	
April 1, 2024	Unspent funds returned to the Office of Undergraduate Research (extensions through May 1, 2024 <i>may</i> be considered on a case-by-case basis; extensions are not guaranteed)	Award Mentors & the Office of Undergraduate Research
June 30, 2024	End date of the award	
August 31, 2024	Final Report Due	

PROPOSAL PREPARATION and SUBMISSION INSTRUCTIONS

1. **Proposal Cover Page/Review and Approval Form** – Two page maximum

All signatures must be obtained by the Faculty Mentor and Student PI.

2. **Project Description** – Six page maximum, single-spaced in a readable font no smaller than 10 point

The text needs to include enough detail about the project so that reviewers can assess the quality, feasibility, and significance of the project. The project description must be written in plain language and **include the following parts:**

- a) **Abstract**. On a **SEPARATE PAGE, one page maximum**. The abstract should be a brief narrative in non-technical language describing the project, its overall goals and specific objectives, and the approach/methodology to be employed.
- b) **Background**. Present the project to be addressed and the importance of the proposed research utilizing relevant work from the existing body of literature.
- c) **Methodology/approach**. Provide both a description of and a justification for the project. For research projects, this might include design, sample size, measurement techniques, instrumentation, and data analysis. Include a **timetable** for accomplishing specific tasks.
- d) **Significance**. For research projects, describe the expected outcomes and their impact on current understanding, knowledge, or practice. For creative projects, describe the significance of the project both to a particular field and to the arts and humanities in general; include relevant information on galleries, events, judges, juries, etc. For either type of project, describe how the project contributes to the applicant's professional development as a scholar. Describe the audience for this type of research.
- e) **Communication of findings**. Describe all planned avenues for communicating research findings, including any conference presentations and/or external manuscript submissions.
- f) **Adequacy of resources**. Describe relevant experience, and what space, facilities and equipment are available. Provide evidence for access to facilities off-campus if necessary to carry out the proposed research project.
- g) **Approvals**. Identify any special approvals that will be required to complete your project (e.g., IRB, environmental health and safety (EH&S), IRB, etc.). Please address if the project contains some element of risk to personal health, hazardous materials, or safety concerns needing additional approvals.

3. **Work Cited** – One page maximum

This is a list of references that back up the significance, methodology, and approach of the research.

4. **Student Group Resume** – Two page maximum

Include an explanation of the student organization/group, any past projects that the group has sponsored, past research that the group has accomplished, other pertinent information about the student group. If the student group is not a recognized campus organization, then the group should be described, and the individual's experience as researchers should be addressed.

5. **Budget** – Two page maximum

Submit a **detailed** budget with an explanation justifying the amount requested using the provided budget template. **Please note, requests for laptops/computers and other larger equipment requests will be scrutinized, so please provide a detailed justification and indication that there is no other resource on campus that could be utilized to meet the need.**

6. **Results from Prior Support – One page maximum**

If OUR funds have been used in the past to help support a project related to the currently proposed work, a summary of the results of the completed work, including accomplishments, and relationship to the proposed work, ***must*** be included.

7. **Supporting Documents – Five page maximum**

Include supporting documents, as appropriate.

- a) Any instruments or surveys which will be used in the project.
- b) Letters from collaborators who will be making substantial commitments of time and/or facilities to the project.
- c) Sketches, graphs, pictures, etc.
- d) Letter of intent from university faculty/staff member(s) to provide purchasing support to procure all supplies and equipment.

8. **Submission Instructions:**

- a) Document should be saved as PDF.
- b) File name should be Proposal Title (ex. Project X.pdf)
- c) Upload document to <http://bit.ly/ERAUIgnite>
- d) Deadline for uploading file is 5 pm EST on Friday, March 3, 2023.

PROPOSAL COVER PAGE / REVIEW AND APPROVAL
Ignite Co-Curricular Research Project Grant
2023-2024

STUDENT ORGANIZATION:		ORGANIZATION CONTACT:	
DEPARTMENT:		COLLEGE:	
PROPOSAL TITLE:			
AMOUNT REQUESTED:		PERIOD OF PERFORMANCE:	
SIGNATURES: Student Principal Investigator and Team Members: Type names and include signatures			
		DATE:	
		DATE:	
		DATE:	
		DATE:	
		DATE:	
STUDENT ORGANIZATION FACULTY MENTOR:		DATE:	
		DATE:	
		DATE:	
<i>Add additional Team Members on SECOND PAGE, PLEASE HAVE ALL DEPARTMENT CHAIRS ADDED TO THE ENDORSEMENT SECTION BELOW.</i>			
SIGNATURES FOR ENDORSEMENT: (Chairs can provide written evaluative judgments of the project as part of the SUPPORTING DOCUMENTS). By signing below the Chair verifies their support and that adequate physical space is available (if applicable) in their area.			
DEPARTMENT CHAIR:		DATE:	
SIGNATURES FOR REVIEW:			
Director, Undergraduate Research: Ronnie Mack, Ed.D.		DATE:	

IGNITE Co-Curricular Research Project Grant Budget

Please provide as much detail as possible.

Organization / Student PI:	
Project Title:	

Total Amount Requested:	
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Travel	
Expense	Amount
Flight	
Rental Car / Other Ground Transportation	
Hotel	
Registration	
Total for Travel:	

Justification:

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General Supplies	
Total:	

(Gen. Supplies - small, non-reusable items)

Justification:

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General Equipment	
Total:	

(Gen. Equipment - large, reusable items)

Justification:

Computer Equipment	
Total:	

(Comp. Equipment - laptops, monitors, etc.)

Justification:

Computer Software	
Total:	

(Comp. Software - Adobe, CATIA, etc.)

Justification:

CHECKLIST

- ☐ Proposal Cover Page/Review and Approval Form – **Two page maximum**
- ☐ Project Description – **Six page maximum in a readable font no less than 10 point**
 - Abstract – **provided on a separate page, one page maximum**
 - Background
 - Methodology/approach – includes a **timetable**
 - Significance
 - Communication plans
 - Adequacy of resources
- ☐ Work Cited – **One page maximum**
- ☐ Student Organization Resume – **Two page maximum**
- ☐ Detailed Budget – **Two page maximum** using the budget template
- ☐ Student Group Roster – **One page maximum**
- ☐ Results from Prior Support – **One page maximum**
- ☐ Supporting Documents – **Five page maximum**
 - Instruments or surveys
 - Letters from collaborators
 - Letter of Endorsement from Faculty Mentor
 - Extra information that was not part of the narrative

**Incomplete applications will NOT be reviewed.
If any section exceeds the maximum page limit,
the excess pages may be removed prior to committee review.**