# UVU COLLEGE OF SCIENCE

# Scholarly Activities Committee (SAC)

# 2023 STUDENT PROPOSAL FOR FACULTY MENTORED RESEARCH

Students working with a faculty or staff mentor may submit this proposal to obtain funds for research supplies or travel to conduct research. The proposal should be written by the student with guidance from the faculty mentor. The completed form will be submitted electronically as a Word document to the Department Chair or Department SAC representative of the faculty/staff mentor’s department. Upon review and approval, the signed form should be emailed by the Chair or Department SAC representative to the COS Associated Dean SAC representative for final approval.

**Criteria for submission:**

**The proposal and budget must be written and developed by the student(s),** with guidance from the mentor. Students must be directly involved in the research in a significant way and demonstrate a thorough knowledge of the research project and budget. See last page for Guidelines and Limitations. \*

1. **Title of project**:
2. **Is this project considered biochemical research?**
3. **Faculty/staff mentor**:
4. **Lead student information**:
   * 1. Name:
     2. Email:
     3. UVID:
     4. Credit hours earned: # total credits \_\_\_\_\_; # of UVU credits \_\_\_\_\_\_; # transfer credits \_\_\_\_\_;
     5. Anticipated date of graduation:
     6. Major:
     7. Plans after graduation (grad school, med school, enter work force, etc.):
5. **Other student researcher information (repeat 4) for each student:**
6. **Start/Stop dates of project (a project summary will be due by the stop date of the project)**:
7. **Have any students involved in this project received funding prior SAC funding for this or any other project?** If so, list name(s) of students, titles of previously funded project(s), date(s) of funding, and amount(s) of funding received for each student.
8. **If this is a continuation of a project that was previously funded by SAC,** please describe what work related to the project has been completed and what are the results of that work. *(Please attach any papers, abstracts, etc.)*
9. **List any other UVU or off-campus funding sources you have applied to for this project** (e.g., URSCA, Teels, Department funds, NSF, NIH, etc.):

1. **List other sources of funding, including amount, already received for this project, if any** *(Please note that priority is given to projects that seek funding from sources other than SAC).*
2. **Do you require funding from both SAC and other source(s) in order for your proposed project to proceed? Yes or No**
3. **Is any part of this proposal redundant with the proposal submitted to any other funding source (e.g., are you seeking funds for the same supplies from both SAC and the other source)?** Yes or No

*(If yes, and if you are successful in obtaining funds from the other source, the SAC award may be reduced.)*

1. **Is the proposed project part of a course? If so, what is the course number?**
2. **Is the proposed project required for graduation? If so, please describe why.**
3. **Description of the proposed work/project (1-2 pages)**. Read evaluation criteria listed in the proposal writing guidelines at the end of this form for guidance.
4. **Describe planned outcomes, including dissemination of this work.** Outcomes might include presentations by students at professional meetings or department seminars, senior theses, papers for peer-reviewed journals, other types of papers, etc. Please provide approximate dates of planned outcomes. Note: Travel funds to conferences for dissemination are available through separate URSCA dissemination and SAC dissemination applications.
5. **Budget:** 
   1. Budget Table: If the requested supplies need to be purchased in different fiscal years, use a table for each fiscal year.1

|  |  |
| --- | --- |
| **Materials/Supplies (add additional rows as needed)1** | **Cost** |
|  |  |
|  |  |
|  |  |
| Shipping costs: |  |
| Material/Supplies /Shipping Total: |  |

If research-related travel needs to be paid for and completed in different fiscal years, use a table for each fiscal year.1.1

|  |  |
| --- | --- |
| **Research-Related Travel Expenses** | **Cost** |
| 2Transportation |  |
| 3Lodging fees |  |
| Other4 |  |
| Travel Total: |  |

|  |  |
| --- | --- |
| **Total requested budget (material/supply + research travel):** |  |

**1**Material/Supplies must be purchased by June 1 of the current fiscal year. Provide another table for supplies that need to be purchased in the next fiscal year.

1.1Travel must be completed by June 30 of a fiscal year. Provide another table for travel if it will be done in the next fiscal year.

**2**Transportation: If you are requesting funds for transportation (airfare or UVU Fleet Operations), please provide destination, dates of travel, representative airfare estimates and number of people flying **or** UVU Fleet Operations Vehicle estimate cost***.*** (<https://www.uvu.edu/fleetops/>). Students will not be reimbursed for private vehicle use.

**3**Lodging fees: If you are requesting funds for lodging, please provide the dates, city/cities, names and cost per night for required rooms for reasonably priced hotels in appropriate areas.

4Other: If per diem is requested, there is a $30/day limit to align with the Innovation Academy limits. Departments may supplement per diem, but this is not part of the SAC proposal.

* 1. Budget Narrative: Briefly describe how the requested Materials/Supplies will be used in the research.
  2. Travel Narrative: Briefly describe the travel needed to complete field work or travel to research sites. Travel is subject to UVU travel restrictions and policies.

***Students must be transported in UVU Fleet vehicles or vehicles approved through a UVU vendor***).

If the project spans different fiscal years (July 1 – June 30), travel dates must be specified by fiscal year.

Travel proposals for student dissemination are submitted separately (see SAC Guidelines).

**Signature Page**

**Typed signatures are acceptable**

1) Title of project:

2) Lead Student Name and UVID:

3) Faculty/Staff Mentor:

By signing this form, we agree that:

This proposal was written by the student(s), with guidance from the faculty mentor.

A summary of the results of the project will be submitted to the faculty mentor and then COS Associate Dean SAC representative by the date indicated in the award notification. Failure to provide a summary may result in suspension of further funding for the student(s) and faculty mentor.

If awarded, all stipulations in the award notification and contract will be followed.

The SAC Guidelines\*\* applicable for student participation in a faculty mentored research have been read and understood.

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Lead Student Applicant Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Faculty Mentor Date

**Chair or Department SAC representative:**

Please meet with the student(s) on the proposal to review and discuss the application thoroughly. Ensure they understand the project and that the request makes appropriate use of existing department/college resources and funds.

I have met with the students. I have reviewed and support the proposal. The proposed research makes appropriate use of existing department and/or college resources and is appropriate in scope.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Department Chair/Dept. SAC Representative Date

This signed form should be forwarded via email from the Department Chair or Department SAC Representative to the Associate Dean SAC Representative.

**\*Proposal Writing Guidelines and Limitations:**

Each proposal submitted will be evaluated according to the following criteria. Keep in mind that the proposal should be understandable by people who are scientifically literate, though not necessarily experts in your field.

Evaluation criteria

1. Is the proposed research of sufficient quality and significance?
2. How will the proposed work benefit the student(s)/faculty/UVU?
3. Is the proposal written by the student, demonstrating a clear understanding of the purpose and scope of the project? (Note: The proposal should not be written at the level of a faculty member who is an expert in the field.)
4. Has the proposal taken in account existing department resources that may be used for the project?
5. How complete is the budget narrative?

SAC **may** provide funds for:

* Supplies, small equipment, and travel to research sites

SAC **will not** provide funds for:

* Major equipment, student wages, faculty per diem

**\*\*The following is an excerpt from the SAC Guidelines, Part 1.b.:**

Students who desire to participate in faculty-mentored research projects may apply at any time for an award to purchase supplies, small equipment, and travel to conduct research.

1. Individual students are limited to an award total of $3,000 toward research projects in their UVU career ($1,500 max per request).\*\*\*
2. Teams of students may submit one proposal, but the award will be limited to $1,500 per student with a maximum award of $5,000 per proposal. An equally divided award amount will be credited toward each student’s career maximum.
3. Student(s) must write the proposal and develop the budget, with guidance from their mentor. Student(s) must be directly involved in the research in a significant way and demonstrate a thorough knowledge of the research project and budget. Mentors should not be the primary authors of student submitted proposals.
4. Student proposals may be submitted via email at any time to the Department Chair and/or Department SAC representative (check with Department for submission guidelines).
5. Proposals that span fiscal years need to specify what portion of the proposal will be used by June 1 of the current fiscal year and what portion will be used after July 1 of the next fiscal year.  (Purchases must be made by June 1 to allow for shipping/receiving.  Research related travel can be completed in June, but all documentation and submission of travel expenses must be completed before June 30.)   The award may be split between the fiscal years.
6. Department Chair and/or Department SAC representative will meet with the students(s) and faculty mentor to and review the proposal to:
   1. Ensure the request is completed by student(s) and they understand the nature and scope of the project (Department may choose to meet only with lead student and faculty mentor.)
   2. Ensure the request is for necessary supplies that makes appropriate use of SAC funds and existing department resources.
   3. Meets department guidelines for faculty-mentored research
7. The Department Chair and/or Department SAC representative will review, sign, and forward the proposal via email to the Associate Dean SAC representative.