

# Guidelines for Proposals for Undergraduate Research/Creative Activity (URCA) Funding

These URCA Guidelines for Proposals are in support of the following goal from the Research Section of the **AUM Strategic Plan 2019-2024** (<http://online.fliphtml5.com/qgze/uojk/#p=12>).

Increase student participation in research and creative activity to ensure 5% undergraduate participation and 15% graduate participation by 2023.

The Experiential Education and Engagement Center and the University Honors Program share the mission of encouraging undergraduate research and creativity. We have been charged by the Provost with administering funding for undergraduate research and creativity and have worked towards this goal with an advisory committee (listed on page 4).

## Procedures:

The purpose of these grants is to provide funding for faculty research or creative activity that involves undergraduate students. Review of proposals will be done by sub-groups of the Undergraduate Research & Creative Activity advisory group.

## Expectations of funded projects:

- 1) A report will be due to the EEEEC ([eeec@aum.edu](mailto:eeec@aum.edu)) in August 2023. Details on the format will be provided later.
- 2) Student participants will be asked to complete an EEEEC survey.
- 3) Funded projects will be expected to participate in the April 2023 Research Celebration.

## Timeline:

We plan to continue to review proposals as they are submitted. You can expect a decision within two weeks of submission.

## Review Criteria:

Proposals will be evaluated based solely on the proposal submitted. Please fully address each item in the rubric. Proposals will be judged according to the following criteria:

- Merit and significance of project proposed
- Quality of undergraduate student involvement
- Relevance of RCA to participating students' majors

## **Application Guidelines:**

### **I. Cover Sheet**

### **II. Abstract**

Using layman's language, provide an overview of the project. Describe the project's significance, proposed activities, undergraduate student involvement, and the project's intended outcome (approximately 250 words).

### **III. Narrative**

#### **A. Background:**

Discuss this project in the context of the RCA agenda of the faculty member(s). Explain the project's significance to the field. Include recent related RCA and scholarly accomplishments. Highlight previous research, creative activity, or other experiential education involving students.\* Include a CV (no longer than three pages) highlighting pertinent work.

#### **B. Rationale for Funding:**

Explain why this RCA is relevant for participating undergraduate students and how it relates to their majors. Describe the potential impact on participating students including the knowledge, skills, and dispositions they will gain.

#### **C. Objectives of the Research/Creative Activity Project:**

This section should answer the question, "What do you intend to do?" Provide an overview of the project's objectives.

#### **D. Approach:**

This section should answer the question, "How will you do it?" Describe project activities in detail, including methods (e.g., data collection and analysis). If human subjects are involved, describe the project's status with the IRB. If animals are involved, describe the project's status with the IACUC. Describe the nature of undergraduate student involvement and the number of undergraduate students involved.\* Describe collaboration with faculty at AUM, Auburn, or other institutions, if any. Describe the quality and potential impact of the proposed RCA. Describe means of assessment and evaluation to be used. Reference related research.

#### **E. Dissemination Plan:**

Provide a clear plan for dissemination that might include exhibits, performances, conferences, or publications. Undergraduate students should be included in dissemination activities.\*

*\*Starred items indicate alignment with priorities of this call for proposals.*

**F. Timeline:**

Provide project timespan from beginning to end. Describe how project will continue quality undergraduate student involvement across the duration of the project.\* If possible, plan for continued student involvement beyond the duration of this project (e.g., recruiting additional students? having students mentor new students?)\*

**IV. Budget and Budget Narrative**

The budget section provides reviewers with a clear line-item explanation of how grant funds will be spent. Money may only be requested for undergraduate student travel (and accompanying faculty travel), undergraduate student pay, and other minor expenses related to RCA. Conference registrations may be included. Budget requests should be reasonable and necessary for the research described. No more than \$3,000 is to be requested in one proposal. Any funding awarded must be spent in compliance with AUM’s policies. Use a table format similar to the below example:

<b>Amount Requested</b>	<b>Purpose</b>	<b>Anticipated Date of Expenditure</b>	<b>Comments (if necessary)</b>
\$100	Gasoline for travel to NCHC in Orlando	October 2021	We’ll reserve an AUM van. It’s 467 miles each way.
\$800	Hotel rooms in Orlando	October 2021	2 rooms for 2 nights for 4 students at \$200/room/night
\$1,540	Conference registrations	Before August 31st	4 students at the early bird rate of \$385
\$2,440	<b>Total</b>		

## Undergraduate Research and Creative Activity Advisory Group

<b>Member</b>	<b>Representing</b>	<b>Home Department/School</b>
Baine, Breuna	CLASS	Fine Arts
Best, Rickey	Library	Library
Chavez, Clarissa	Chairs Council, COS	Psychology
Ciesielski, Greg	COS	Chemistry
Bagents, Courtney	Chairs Council, CNHS	Nursing
Evans, Bob - <i>to be replaced</i>	CLASS	English & Philosophy
Goddard, Jerome	COS	Mathematics
Hahn, Tewhan	COB	Business Administration
Ingram, Amy	EEEC	EEEC
Klash, Erin	COE	Curriculum, Instruction, & Technology
McKell, Dawn	COB	Business Administration
Plympton, Brenda	EEEC	EEEC
Ray, Glen	IRB Research Council	Psychology
Schaefer, George	COE	Kinesiology
Stallings, Lynn	Honors	Curriculum, Instruction, & Technology
Taliaferro, Shelly	EEEC	EEEC
Tomlin, Debbie	Sponsored Programs	Sponsored Programs

**Proposal Review Rubric**  
**Undergraduate Research & Creative Activity**  
**Updated Spring 2023**

**Applicant Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Proposal Title:** \_\_\_\_\_

**Funding Needed from** \_\_\_\_\_ **to** \_\_\_\_\_

This call for proposals is for faculty-led research or creative activity (RCA) involving undergraduate students. Starred items below identify criteria that align with research goals in the AUM’s 2019-2024 Strategic Plan.

Application Cover Sheet		
Application cover sheet is complete.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Proposal Abstract (250 words)		
<ul style="list-style-type: none"> <li>▪ Overview of the project</li> <li>▪ Project’s significance</li> <li>▪ Student involvement</li> <li>▪ Project’s intended outcomes</li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Attach a version of researcher CV that does not exceed three pages. The CV does not count toward the five-page limit for the proposal.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I. Narrative	
<b>A. Background</b>	<b>10 pts.</b>
<ul style="list-style-type: none"> <li>▪ Discuss this project in the context of the PI’s RCA agenda.</li> <li>▪ Explain the project’s significance to the field.</li> <li>▪ Include PI’s recent related RCA and scholarly accomplishments.</li> <li>▪ Highlight previous research, creative activity, or other experiential education involving students.*</li> </ul>	
<b>B. Rationale for Funding*</b>	<b>25 pts.</b>
<ul style="list-style-type: none"> <li>▪ Explain why this RCA is relevant for participating students and how it relates to their majors.</li> <li>▪ Describe the potential impact on students who participate. Include the knowledge, skills, and dispositions they will gain.</li> </ul>	
<b>II. Objectives</b>	<b>5 pts.</b>
<ul style="list-style-type: none"> <li>▪ PI provides an overview of the project’s objectives, including a timeline of accomplishments and benchmarks.</li> </ul>	
<b>III. Approach</b>	<b>30 pts.</b>

\*Starred items indicate alignment with priorities of this call for proposals.

<ul style="list-style-type: none"> <li>▪ Describe project activities in detail, including methods (e.g., data collection and analysis).</li> <li>▪ Describe means of assessment and evaluation to be used.</li> <li>▪ If human subjects are involved, describe the project’s status with the IRB.</li> <li>▪ If animals are involved, describe the project’s status with the IACUC.</li> <li>▪ Describe the nature of student involvement.*</li> <li>▪ Describe the number of students involved.*</li> <li>▪ Describe collaboration with faculty at AUM, Auburn, or other institutions.*</li> <li>▪ Provide evidence of the quality and potential impact of the proposed RCA.</li> <li>▪ Related research is referenced. (References don’t count towards the five-page limit for the proposal.)</li> </ul>	
<b>IV. Dissemination Plan</b>	<b>10 pts.</b>
<ul style="list-style-type: none"> <li>▪ Proposal describes a clear plan for dissemination that might include exhibits, performances, conferences, or publications.</li> <li>▪ Students are included in dissemination activities.*</li> </ul>	
<b>V. Timeline</b>	<b>10 pts.</b>
<ul style="list-style-type: none"> <li>▪ Provide project timespan from beginning to end.</li> <li>▪ PI describes how project will continue quality student involvement across the duration of the project.*</li> <li>▪ PI has planned for continued student involvement beyond the duration of this project (e.g., recruiting additional students? having students mentor new students?)*</li> </ul>	
<b>VI. Budget and Budget Justification</b>	<b>10 pts.</b>
<ul style="list-style-type: none"> <li>▪ The budget section provides reviewers with a clear line-item explanation of how grant funds will be spent.</li> <li>▪ Money is only requested for student travel (and accompanying faculty travel), student stipends, and other minor expenses related to RCA.</li> <li>▪ Budget requests are reasonable and necessary for the research described.</li> <li>▪ No more than \$3,000 is requested* <i>* The typical amount allocated for each proposal is \$3,000, but proposals for special projects or from faculty with a history of successful UGRCA funding may request up to \$6,000.</i></li> </ul>	
<b>Total Score</b>	<b>0 /100 pts.</b>

**Reviewer Comments:**

*\*Starred items indicate alignment with priorities of this call for proposals.*