

# Student Research, Scholarship and Creative Activities Grants

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## Request for Proposals (RFP) and Guidelines for Submission

Proposal deadline: October 4, 2020

Projects must be completed by June 15, 2021

### OVERVIEW

Undergraduate and graduate students in any major or program at Slippery Rock University are invited to apply for up to \$1,000 in funds to support independent research or a scholarly project to be conducted in collaboration with a faculty or staff mentor. Research is defined in a broad context to include any scholarly, creative, entrepreneurial, or civic activity and is not limited to the traditional concept of laboratory studies in the sciences. The goal of this program is to support and promote high-quality student/faculty collaborative research, scholarship and creative activity.

### Guidelines and Instructions for Submitting Proposals

#### Applicant Eligibility Requirements

1. Any undergraduate student (registered half-time or more) or graduate student (part-time or full-time) in good academic standing is eligible to apply. Student(s) must be the author(s) of the proposal. Projects in conjunction with credit-bearing courses (i.e., independent studies, internships, etc.) are not eligible for funding.
2. Scholarly projects are broadly defined to include all students in any major. As such, these scholarly endeavors are not limited to those students in the sciences; students in the arts, education, and business are welcome and encouraged to apply.
3. Project must be conducted in collaboration with a faculty or staff member. This faculty/staff member must provide a letter of support for the project and confirm their approval of the proposal. Reviewers will use the letters of support to better understand the project being undertaken by the student.

#### Additional Requirements and Information

1. All proposals will be evaluated on the basis of merit, quality of the project design, and feasibility of a successful completion of the study. **The maximum grant award is \$1,000** and reviewers may elect to fully fund, partially fund, or not fund a project.
2. Students are required to submit an abstract for a presentation at the annual SRU Symposium for Student Research, Scholarship and Creative Achievement.
3. Student project directors and cooperating faculty/staff members are required to submit a brief report at the completion of the study outlining results and budget expenditures, including reporting any matching funds provided by the department and/or dean. Students who don't submit a report will be disqualified from applying for future grant funds. Sponsoring faculty/staff will be disqualified in the next round of funding. Unexpended grant funds will not be available after the end of the project period.
4. Student grant recipients are limited to one award per academic year; however, in the case of an on-going project the student may reapply in the next funding cycle.
5. Proposals may be submitted by one student or teams of students, with one designated as student project director. Only one proposal per project is permitted.
6. Proposals previously submitted and not funded may be revised and re-submitted for consideration.
7. Faculty/staff members may sponsor no more than one project per funding cycle.
8. Projects currently underway will be considered. However, proposals must be submitted prior to the completion of the project. Proposals for projects already completed will not be considered.
9. Proposals submitted after the deadline date or incomplete proposals will not be considered.
10. Grant funds may not be used to support faculty/staff compensation or student wages.
11. Research involving human or animal subjects and/or hazardous materials must obtain the approval from the appropriate regulatory committee prior to the start of the project. Approvals are not required prior to the submission of the proposal; however, compensation will not be released to the student project director until all approvals are obtained.

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## PREPARATION OF THE PROPOSAL

Reviewers come from a variety of disciplines so write your proposal in a way that it can be understood by someone outside of your field of study. Use the following proposal structure:

- a. Project Description (three pages maximum)
  - Overview -- Briefly describe the background and significance of the project. Clearly state your view of the proposed project's significance.
  - Goals/objectives of project -- List the goals of the project. Describe to what extent this project will advance the student's scholarly endeavors at SRU or within the discipline.
  - Description of the project -- Describe the design of the project and the procedures to be used or activities to be engaged in to accomplish the specific objects. State whether you plan to conduct your project in-person or virtually/remotely. Use the following sub-headings:
    - Purpose – For research proposals, describe the problem to be studied/hypothesis to be tested. For non-research proposals, describe the project to be completed.
    - Methodology/Process – For research proposals, describe the steps by which data will be collected, analyzed, and interpreted. For non-research proposals, describe the steps that will be taken to complete the project. If you plan to conduct your project in-person, explain how and to what extent you would be able to accomplish the project virtually/remotely. (This is important if SRU needs to switch to a fully remote campus.)
    - Brief summary of career objectives – State the career goals of the student investigator(s) (i.e., plans for graduate school and/or future employment) and how this project will contribute to those goals.
    - If appropriate, a description of the use of humans or animals in the research. (Note: If funded, the project must be submitted to the IRB or IACUC. No funds will be released until approval from the appropriate committee has been obtained.)
  - Expected outcome of the project -- List the expected outcomes, including what you expect to learn and what others will learn. Also, describe the means of evaluation and/or dissemination of the findings or results (i.e., presentation, publication, exhibit, performance, etc.) including the specific name(s) of professional organization(s) and/or journal(s) that will be considered.
- b. Project timeline (one page maximum). Projects can begin upon notification of funding. **Projects must be completed by June 15, 2021.** The timeline should reflect these beginning and ending dates.
- c. References (one page maximum). This section must include all of the literature citations mentioned in the sections above. References should be consistent. References citations must include some citations from journals and books in the discipline.
- d. Budget justification (two pages maximum). Provide a written explanation for the funding request for each category, including any funds provided by the department chair, the dean and/or other sources. Individual items do not need to be described, but clearly state why the items are necessary to complete the project. Travel is not permitted at this point and cannot be funded.
- e. Resume of the student project director (one page maximum) outlining the student's academic career.
- f. Support letter (with signature) from the collaborating faculty/staff member. This letter should address the significance of the project to the student as well as the qualifications of the student to complete the study.
- g. Budget table. Complete the budget table in the online application [form](#). **Fund requests cannot exceed \$1,000.** Any matching funds expended must also be reported in the final report. All materials or equipment purchased will become the property of Slippery Rock University at the completion of the project. Purchasing of materials/supplies must follow Slippery Rock University's purchasing procedures. The IT Department must be consulted if requesting any type of software for compatibility and to be sure the software (or similar) is not already available. Price quotes must be obtained through the IT Department and must be provided with the application.

**QUESTIONS:** Questions concerning the application procedures/guidelines may be directed at any time to Karen Baker by telephone at 724-738-2186 or by e-mail to [karen.baker@sru.edu](mailto:karen.baker@sru.edu).