**Guidelines/Request for Proposals**

**Undergraduate Academic Project Grants**

**Application Information**

**2015-2016 Grant Cycle**

**Purpose**

Undergraduate Academic Project Grants support undergraduate research and creative work at Western Carolina University. Grants provide support in many ways, including travel, equipment, or supplies. Please be aware that equipment purchased through a grant reverts back to the student’s department once the project is complete.

**Eligibility**

*Any full-time student or group of students working with a sponsor* is eligible to apply for a grant that might provide support in many ways, including travel, equipment, or supplies.

**Who Applies**

Project grants must be *authored by the full-time WCU enrolled student* while he or she is enrolled at WCU. However, a faculty sponsor may apply on behalf of a student group (see Group Travel Proposals, below).

**Proposal Guidelines**

Authors should use the attached Grant Proposal Template to create a proposal. Each bold prompt specifies information to be provided. In addition to the prompted items, the complete proposal will include a budget and bibliography as described on the Grant Proposal Template. Proposals should be no longer than five pages *excluding* the bibliography.

Proposals must also include a brief letter of support from the faculty sponsor. The faculty letter should include the sponsor’s candid evaluation of the likelihood that the project will be completed if funded. Also faculty sponsors should indicate if it is expected that the project abstract will be submitted to the WCU Undergraduate Expo (part of the WCU Research and Scholarship Celebration to be held March 30 and 31, 2016) and/or the National Conference on Undergraduate Research (NCUR) to be held April 6-9, 2016, University of North Carolina, Asheville. *It is highly encouraged that students submit abstracts to both events*. Faculty members should provide assurance that projects are in compliance with university and government policies concerning human and animal subjects in research.

Finally, before agreeing to sponsor a proposal, faculty members should review the student’s proposal for both content and style (spelling, grammar, citations, etc.), paying particular attention to the bibliography.

**Grants for travel to conferences** (for the purpose of making a presentation) should include an e-mail or letter of acceptance from the conference.

**Group Travel Proposals**

*For a group of students making multiple presentations at one conference*, please submit one travel proposal for the entire group. ***This can be submitted by the faculty member*. Faculty members may modify the template below as needed.** A group travel grant request should include the names of all student presenters, a letter of support from the designated faculty sponsor, and copies of all letters or emails of acceptance from the conference. The single budget presented should be for the group. ***Based on the number of student presenters and available funding, the Academic Project Grants Committee will decide on the total amount to be awarded to the group. These requests are not subject to the regular $500 grant limit.***

**Grant Restrictions**

*Research projects should adhere to university and government policies concerning human and animal subjects in research*; for questions regarding these policies, contact Erin Burnside, Research Protection Officer, 110K Camp Building (227-7212) or <esburnside@email.wcu.edu>. Undergraduate research grants will not be awarded without Institutional Review Board (human studies) or Institutional Animal Care and Use Committee approval, as appropriate and necessary.

Research projects must adhere to all federal (e.g. EPA, OSHA), state and local environmental, occupational and safety regulations to ensure the safety of students, staff, faculty and facilities. For questions regarding these policies, contact Jon Maddy, Director of Safety & Risk Management, Facilities Management (227-7443) or <jmaddy@wcu.edu>.

**Submission Guidelines and Deadlines**

Proposals are accepted on a continuous cycle between October and March. This year the deadlines for review are: **November 1, December 1, January 10, February 10, and March 10.** To be considered in review at the deadline the complete proposal must be received by 5 pm. Proposals that come in later will be held to the next deadline automatically. Funds will be distributed on an on-going basis, and therefore it is to your advantage to meet the soonest possible deadline with your proposal.

*Submit your complete proposal electronically to the Honors College at* [*wcuhonors@email.wcu.edu*](wcuhonors@email.wcu.edu)*.*

Your proposal should be sent as a single PDF formatted file with the student’s first and last name as the file name. Example: Jane Smith UAPG Proposal.pdf

If it proves impossible or very difficult to compile your project documentation into a single PDF, you may submit multiple files with the same file name and a document number. For Example: Jane Smith USPG Proposal File1of2.pdf and Jane Smith USPG Proposal File2of2.pdf

Faculty members who prefer to send in the faculty sponsor letter of support separately and directly to <mailto:wcuhonors@email.wcu.edu>should make sure that the file name of the letter of support includes the student’s last name. Example: LOS for Jane Smith UAPG Proposal.pdf

**Before submitting, please use the check list (attached) to be sure you have included all materials in your complete proposal. This will help you to avoid committee review delay.** Please do not submit the check list with your application.

**Proposal Review**

Proposals are considered by the Undergraduate Academic Project Grants Committee. Committee members for 2015-2016 are:

Robert Mulligan, Business, (#3329)

Kia Asberg, Education and Allied Professions, (#3451)

Indrani Bose, Arts and Sciences, (#3658)

Christina Reitz, Fine and Performing Arts, (#2151)

Sudhir Kaul, Kimmel School of Construction Management and Technology, (#3805)

Tracy Zontek, Health and Human Sciences (zontek@wcu.edu)

April Tallant, Honors College, (#3276)

**Post-Award Information**

This grant works on a reimbursement system. The student and/or faculty member is responsible for managing their receipts for reimbursement. Receipts should be attached to the reimbursement form (web link provided below) and turned in to Crystal Snover, 101 Balsam Hall. Cash advances are not allowed for projects, though purchase requisitions submitted to The Honors College are allowed.

As soon as possible, but no later than the last day of classes for the spring semester, students should compile receipts and complete the Academic Project Grant Reimbursement Form. Download this form from the Academic Project Grant page at: <http://www.wcu.edu/academics/departments-schools-colleges/the-honors-college/ugres/undergraduate-academic-project-grants-program.asp>

**Questions**

This program is administered by The Honors College; please direct questions to **April Tallant, Associate Dean**, at 227-3276 or by e-mail (<atallant@wcu.edu>). For information regarding travel forms, purchase orders, or reimbursement processes, please contact Crystal Snover at <cdsnover@wcu.edu>.

The Honors College

Western Carolina University

HC 101/Balsam Hall

Cullowhee, NC 28723

(828) 227-7383

<atallant@wcu.edu>

**Grant Proposal Template**

**Author/Student(s):**

**Student Phone Number:**

**Student Email:**

**Faculty Sponsor:**

**Faculty Sponsor Email:**

**Department:**

**(department list available at** [**http://www.wcu.edu/academics/departments-schools-colleges/index.asp**](http://www.wcu.edu/academics/departments-schools-colleges/index.asp)**)**

**Project Title:**

**Clear and concise project description:**

**A brief discussion of the significance of the project and what the participating student(s) will learn from it:**

**A project plan that describes what, when, and where the project will take place, including a date for project completion:**

**A thorough budget, including an itemized list of equipment, supply, or travel expenses and an explanation why budgeted items are needed to complete the project:**

**A bibliography of appropriate primary or secondary scholarly sources relevant to the project. The bibliography must follow a standard documentation style (e.g. APA or MLA) and contain peer-reviewed and/or credible references. Please sure to use one documentation style consistently.** For more information about documentation style, please see <http://www.wcu.edu/academics/campus-academic-resources/writing-and-learning-commons-walc/writing-support/research-and-documentation/citation-rules.asp>

Grant Applicant Check Sheet

□ I am a WCU full-time student and I wrote this proposal; or, I am a faculty member writing on behalf of a group of students.

□ If using human or animal subjects, my project meets and has received Institutional Review Board (human studies) or Institutional Animal Care and Use Committee approval, as appropriate and necessary. My faculty sponsor addressed this in his/her letter.

□ My project adheres to all federal (e.g. EPA, OSHA), state and local environmental, occupational and safety regulations to ensure the safety of students, staff, faculty and facilities

□ I understand that this grant program works on a reimbursement system and that no cash advances will be given. I know that I should complete the reimbursement form, attach receipt, and turn in to Crystal Snover in Balsam Hall 101.

□ I have included a letter of support from my faculty sponsor that addressed the important points as outlined in the guidelines; or my faculty sponsor is submitting a letter separately and directly to [wcuhonors@email.wcu.edu](mailto:wcuhonors@email.wcu.edu) .

□ My faculty sponsor read over my proposal and said it was ready to submit.

□ If this request includes travel, I have included the acceptance letter(s) from the conference organizers/peer reviewers.

□ If I am a faculty applicant, I have included the names of all student presenters, a letter of support, copies of all letters or emails of acceptance from the conference, and a single budget for the group.

□ My complete application is ready to submit as a single pdf formatted file, using my name as the file name.