



# Student Research Proposal Guidelines

For Submitting Proposals for  
Undergraduate and Graduate Student Research,  
Scholarship, Creative Activities,  
and Travel Awards



# **GUIDELINES FOR SUBMITTING STUDENT RESEARCH PROPOSALS**

## **I. General Information**

The goal of the Student Research Fund is to provide support to undergraduate and graduate students for expenses incurred in conducting and disseminating research and other scholarship or creative activities. The undergraduate student must have at least a 2.0 GPA and the graduate student a 3.0 GPA and be a registered student at the University of Central Arkansas for the semesters in which the project is to take place (students who graduate will not be able to access the funds after the date of their graduation). A student can receive **no more than one** award per academic year. Although there is no established limit on the size of a request for funds, most awards are modest. **The maximum amount awarded from the Student Research Fund for Travel is \$400.00.** Awarded amounts are determined by the merit of the proposal, the amount contributed by other sources (i.e., department, college), and on a first come, first served basis. **The total contributing (matching) funds from all levels should equal approximately 50% of the total request.** For example, if a department is willing to contribute \$200 and the college is willing to contribute \$200, the support from the Student Research Fund may be provided up to \$400.

The Student Research Fund is supported by the Provost's Office.

## **II. Proposal Submission**

Proposals must be submitted on the Student Research Fund Request form for approval by the faculty mentor, chair, college dean, and Graduate Dean, in that order. Proposals received which are incomplete or contain budget errors will not be processed but returned to the faculty mentor for correction.

### **Research Involving Human Subjects**

All research that involves human subjects must be presented to the Institutional Review Board (IRB) for review and approval **prior** to submission for funding (<http://uca.edu/sponsoredprograms/institutionalreviewboard/>).

- *The Student Research Fund Request form should indicate whether or not IRB approval was required.*
- *A copy of the IRB approval letter should be attached to the proposal.*
- *Investigators should contact the Research Compliance Office (852-7460 or [researchcompliance@uca.edu](mailto:researchcompliance@uca.edu)) in a timely manner in case a full review is required.*

### **Research Involving Animals**

All laboratory research that involves vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) for review **prior** to submission for funding (<http://uca.edu/sponsoredprograms/animalcareanduse/>).

- *The Student Research Fund Request form should indicate whether or not IACUC approval was required.*
- *A copy of the IACUC approval letter should be attached to the proposal.*

### **Research Involving Radioactive Substances**

All research that involves the use of a radioactive substance must be approved by the Radiation Safety Committee (RSC) for review **prior** to submission for funding (<http://uca.edu/committees/radiation-safety-committee/>).

- *The Student Research Fund Request form should indicate whether or not RSC approval was required.*
- *A copy of the RSC approval letter should be attached to the proposal.*

### **III. Format**

#### **For Research Proposals and Creative Projects**

Proposals should be prepared in the format outlined below or they will be returned to the applicant without review. Proposals should be written in as non-technical language as possible. It is recommended that the body of the proposal (B to E below) not exceed three pages. Supporting documentation may be placed in appendices.

##### **A. Student Research Fund Request form**

Include the name of the student applicant, ID number and address, name of the faculty mentor, the name of the contact person in the department who generates requisitions (generally the department's administrative assistant), indicate whether the student is undergraduate or graduate, show the major field of study, and give the title of the project. If the proposal is for a group or multiple students, a list with each student's name and UCA ID number must be included. Fill in the beginning and ending dates of the project/travel, the anticipated purchase dates of supplies/equipment, the contributing funds and appropriate signatures of the student applicant, the faculty mentor, the department chair, the college dean and any other sources (see attached Student Research Fund Request form).

**The field for the contribution by the Graduate Dean should be left blank.**

##### **B. Brief Research Proposal**

Provide a clear and precise statement of the problem or research question to be addressed and the need for its solution. For creative projects, provide a statement regarding the need for and significance of the project. This should establish timeliness, generalizability, and contribution of the project. References to previous research or earlier works should be cited as applicable to establish the significance and relevance of the project. Innovativeness of the proposed methodology may also be substantiated.

##### **C. Objectives/Hypotheses/Questions**

Include a very specific indication of the proposed outcomes of the project stated as objectives, hypotheses, and/or questions. Statements should flow logically from the identified needs/problems.

##### **D. Methodology**

Describe how the objectives will be met or the hypotheses/questions tested. This section may start with a description of the overall approach and then provide details about methodology, participants, organization, and timeliness. For example, a project involving survey research should describe the design, population and sample, data and instrumentation, analysis, and time schedule. The section should end with clear identification of both short-term and long-term end-products expected.

##### **E. Budget**

Outline the cost of the project indicating the budget line from which the expenses will be paid (see attached sample student research proposal budget).

## **For Travel Proposals**

Student Research Funds to supplement travel for presentation of papers or projects may be requested but are considered only if the student **has not been awarded research funds for the current budget year**. The maximum amount that can be awarded from the Student Research Fund for travel is \$400.00.

### **A. Student Research Fund Request form**

Include the name of the student applicant, ID number and address, name of faculty mentor, indicate whether the student is undergraduate or graduate, show the student's major, and give the title of the project. If the proposal is for a group or multiple students, a list with each student's name and UCA ID number must be included. Fill in the beginning and ending dates of the travel, the contributing funds and appropriate signatures of the student applicant, the faculty mentor, the department chair, the college dean and any other sources (see attached Student Research Fund Request form).

The field for the contribution amount by the Graduate Dean should be left blank.

### **B. Travel Request Information**

- 1) A letter providing a brief description of the research, scholarly or creative activity,
- 2) Verification of acceptance or invitation for presentation,
- 3) A description of the audience/organization.

### **C. Budget**

Outline the travel costs (see attached sample student research proposal budget).

## **IV. Information for Expenditure of Research Funds**

Student research funds are not always available. When the funds are available, notices will be sent out and awards may be distributed at any time. All funds must be spent by the published end of the fiscal year deadline, and all funded activities must be completed by June 30th. Students must project an estimated beginning and ending date for completion of the project on the *Student Research Fund Request form*.

All purchasing should follow outlined University policy. A copy of these procedures and policies can be obtained from the Purchasing website <http://www.uca.edu/purchasing/>.

All purchases remain the property of the University of Central Arkansas. When travel is to be paid for, all university rules and regulations governing travel must be followed.

- **The department will be responsible for creating and paying for purchase requisitions and/or travel. Student Research Funds will be transferred into the department's account after a proposal has been awarded by means of a Supplies/ Services form.**
- **DEADLINE:** **Supplies/Services forms should be submitted to the Graduate School within two weeks of the award notification. Banner Index number and account code must be provided on the form and sent to Patti Hornor, Graduate School, TORW 328.**
- **If there are excess funds remaining upon completion of the travel or purchase of supplies, they are to be transferred back to the Student Research Fund to be awarded to another student.**

## **V. Student Research Report**

No later than **two weeks** after the conclusion of the project or travel to a conference, a research report is to be submitted by the student. Send the final report to Patti Hornor, Graduate School, TORW 328. Failure to submit a report will result in the student being ineligible for funding in subsequent years.

All publications resulting from this project must acknowledge the assistance provided by the Student Research Fund, University of Central Arkansas. An offprint of published materials should be submitted upon publication.

## SAMPLE STUDENT RESEARCH PROPOSAL BUDGET

Student: Randy Researcher, UCA ID number BXXXXXXX

### A. Travel

Trip to National University for (specify purpose and travel dates).

Plane fare estimate.....	\$300
Round trip by auto to Little Rock airport, 35 miles each way at \$.42/mile	\$29
Per diem *\$65.00 for two (2) days	\$130
Subtotal	\$459

### B. Supplies

1. Research (tests and data collection)	\$100
2. Office supplies (paper, etc.)	\$100
3. Photocopying	\$25
Subtotal	\$225

### C. Equipment

1. Gas Regulator	\$135
2. Switches	\$40
Subtotal	\$175

Total (this figure must match the Total Budget figure on Request Form) \$859

# STUDENT RESEARCH FUND REQUEST FORM

**ALL ADDITIONAL DOCUMENTATION (as outlined in the guidelines)**  
**MUST BE ATTACHED TO THIS FORM WHEN IT IS SUBMITTED.**

Student Name

UCA  
email

UCA  
ID #

Major Field of Study

Undergraduate

Graduate

Faculty Mentor Name & Dept.

Dept. Administrative  
Contact Name

Project Title

Project/Travel  
start date

Project/Travel  
end date

Conference Yes  
Travel? No

Supply/Equipment Projected Purchase dates

## TOTAL BUDGET

(must match budget submitted)

	NAME	SIGNATURES (Digital signatures allowed)	DATE SIGNED	CONTRIBUTION AMOUNT (\$)
Student				
Faculty Mentor				
Dept. Chair				
College Dean				
Other Sources				
Graduate Dean	Dr. Angela Barlow			
<b>TOTAL</b>		<b>NOT TO EXCEED BUDGET TOTAL</b>		

If Applicable, check boxes for approvals received  
(a copy of the approval letter must be attached)

Institutional Review Board (including exempt & expedited)

Animal Care/ Use Committee

Radiation Safety Committee

Graduate Office Use Only

Current GPA \_\_\_\_\_ on \_\_\_\_\_ hours

Enrolled in \_\_\_\_\_ hours for \_\_\_\_\_ term

Date Received Stamp Here

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# UCA Student Research Report

Student's Name

UCA ID #

Date

Faculty Mentor

Dept.

Title of  
Research

Briefly describe the results of your study:

What did you learn from this experience?