



Student Research Proposal Guidelines

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



UNIVERSITY OF
CENTRAL
ARKANSAS™

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 student for correction and resubmission. The faculty mentor will also be notified.

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) 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 UCA email 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 total budget for the project/travel request and contributing funds. Attach the required documentation outlined below. Enter the faculty mentor's name and email address, sign the form, and "submit form" to route forward through the approval chain.

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). NOTE: Incentives for research participants are limited to gift cards of a modest amount.

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 UCA email 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 in the proposal (attachment). Fill in the beginning and ending dates of the project/travel, the anticipated purchase dates of supplies/equipment, the total budget for the project/travel request and contributing funds. Attach the required documentation outlined below. Enter the faculty mentor's name and email address, sign the form, and "submit form" to route forward through the approval chain.

B. Conference Travel Request Information must include the following:

- 1) An abstract or other document providing a 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 by the department **within two weeks of the award notification**. Banner Index number and account code must be provided on the form and sent to Leslie George, Graduate School, TORW 328 or lgeorge@uca.edu.
- **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 Leslie George, Graduate School, TORW 328 or lgeorge@uca.edu. 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 public

Student Research Funds - Budget Form EXAMPLE

Directions: Enter the requested information into the gray cells. Submit this budget form along with a budget justification and your proposal for Student Research Funds.

Student Information

Name	Ann Smith	UCA ID #	B01234567
Project Title	Saving the World: A Research Study		

Travel

Conference Registration	300		\$ 300.00
Airfare	350		\$ 350.00
Mileage (round trip)	80	x .52 per mile	\$ 41.60
Meals*	No. of days 4	Per diem rate** 65	\$ 195.00
Lodging	No. of nights 3	Estimated price per night (include hotel tax) 150	\$ 450.00
Other (please describe)	cab	Amount	50 \$ 50.00
Subtotal			\$ 1,386.60

Supplies

Item	Description	Price per unit	Quantity	
Non-typical office supplies	Chart paper, markers, binders, etc.	200	1	\$ 200.00
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ 200.00

Equipment

Item	Description	Price per unit	Quantity	
audio recorder	primary and secondary devices for recording interviews	50	2	\$ 100.00
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ 100.00

Total Requested Funds

	Total	\$ 1,686.60
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* Estimated meal allowance is based on two days of travel.

** Per diem rates may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>