**UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE**

**Undergraduate Research Program**



**Grant Proposal Information**

 **Academic Year 2021-2022**

228 Zageir Hall

<https://urp.unca.edu/>

**General Information**

**Undergraduate Research:**

 Undergraduate Research is self-directed or self-designed academic work by an individual student or team of students that addresses a research question with the expectation of a scholarly or creative product intended for publication or presentation on or off campus. Students undertake this work with a faculty mentor for at least one academic term or intensive summer, through which students learn and assume their roles as researchers and creators.

**Mission Statement:**

 The mission of the UNCA Undergraduate Research Program is to provide students with a wide variety of research, scholarly and creative opportunities that support and supplement other educational activities. The Program encourages students and faculty mentors to engage in the complete active research process, including design and implementation of projects and dissemination of results.

**Eligibility**:

 Any currently enrolled student in any major is eligible to apply for undergraduate research opportunities. Students must have a UNCA faculty research or scholarly advisor who is committed to the project. Faculty may sponsor more than one project at a time.

 In order to be eligible for any summer grants, the student must be planning to enroll at UNCA for the fall or spring semester following the grant. Summer grants will not be awarded to students who will graduate at the end of the summer.

**Institutional Research Board (IRB):**

 Students using human subjects for their research are to consult with the IRB for further information. <https://irb.unca.edu/> . Send your IRB approval information to mlemaste@unca.edu .

**Contact Information:**

 Dr. Linda Cornett, Director

 Undergraduate Research Program

 Chair & Professor, Political Science

 208A Zageir Hall, CPO 1940
 828-251-6974

 lcornett@unca.edu

 Ms. Mila Lemaster, Program Coordinator

 Undergraduate Research Program

 Associate Editor, NCUR Proceedings

 228 Zageir Hall, CPO 1810

 828-251-6122

 mlemaste@unca.edu

Your nerve-center for Undergraduate Research here at UNCA! All application forms are available on our web site <https://urp.unca.edu/>

The office handles on-campus Undergraduate Research concerns, including all research-grant related purchasing, travel reimbursement, check requests, copy cards, telephone services and many more program functions.

This office is also responsible for publishing the UNCA Journal of Undergraduate Research, which is published annually.

**Grant Proposal**

The **Undergraduate Research Grant** is a competitive award. Students from all disciplines are eligible to apply.

**Mechanics of a Grant**

* URP web site: <https://urp.unca.edu/>

Application forms online

Narrative proposal, abstract and budget

* Submit electronically

**Award Amounts & Deadlines**

* Fall/Spring grant awards are up to $500.

*Fall - Application Deadline Date: Monday, September 13, 2021*
*Spring – Application Deadline Date: Monday, November 8, 2021*

* Presentation Travel grant maximum award is $500.
 *Application Deadline – 4 weeks prior to travel*
* Summer grant awards are up to $2500. $1500 stipend and $1000 for supplies/travel

 *Summer - Application Deadline Date: April 25, 2022*

Note: Only summer grants can receive student stipends (Grant stipends may not be used to compensate research participants).

**The Funding Decision Process**

There are 3 possible outcomes (see review below):

1. Fund
2. Fund pending receipt of revisions (minor to major revisions)
3. No fund

**ASPECTS OF THE PROPOSAL** (500 word minimum – 1000 maximum, single-spaced, 1” margins).

 The 1000 word limit does NOT include the abstract nor the budget and materials list.

**Abstract:**

Abstracts should be between 150 and 300 words, self-contained (acronyms should be written out) and accessible to a general audience.

**Your abstract should:**

a) communicate specific information from your research project or creative work.

 b) include the purpose, methods, and scope of your research or creative work.

 c)  provide the research project’s or creative work’s expected results, conclusions, and recommendations.

**An effective abstract has the following qualities:**

a) uses one or more well developed paragraphs: these are unified, coherent, concise and able to stand alone.

b) uses an introduction/body/conclusion structure which presents the article, paper, or report’s purpose, results, conclusions, and recommendations in that order.

c) follows strictly the chronology of the article, paper, or report.

d) provides logical connections (or transitions) between the information included.

e) adds no new information, but simply summarizes the research or work.

f) is understandable to a wide audience.

g) uses passive verbs to downplay the author and emphasize the information.  Check with your advisor if you are unsure whether or not to use passive voice.

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**The Grant proposal Audience:**

The proposal should address a diverse yet educated audience (see **URPAC** below). The purpose of your project should be clear to a general scholarly audience. As such, please plainly and clearly define any terminology/jargon or acronyms specific to your field.

**Goals or Objects of the Project:**

The proposal should clearly describe the goals of the project. In addition, the proposal should cite the relevant scholarship and clearly describe how the work attempts to make a unique scholarly or scientific contribution to the relevant literature. The proposal should not be an exhaustive review of related research or scholarship but a brief, selective description of previous work that allows the grant reviewers to contextualize the proposal.

**Methods or Approach to the Subject:**

The proposal should clearly state the approach or method that will be employed to answer the research or scholarly question posed.

**Budget and Justification for your Expenses**

Please provide a detailed and realistic budget with your proposal. The budget should have a clear rationale in a line-item budget format. That is, clearly describe the materials or research travel necessary for accomplishing the projects goal(s). If your project cost exceeds the grant maximum, please identify additional sources of funds required (e.g., departmental funds).

Example of Budget

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials** | **Description** | **Amount** | **Total** |
| Stipend | (summer only) |  | $1,500.00 |
|  |  |  |  |
| Joann Fabric | Konna Cotton Solid White Quilt Fabric $8.99/yard | 5 yards | $44.95 |
| Blick Art Materials | 6-8in. by 10in. 16-gauge copper etching plates $21.54 | 6 | $129.94 |
| Fisher Scientific | Corning® Costar® Stripette® serological pipettes, individually paper/plastic wrapped. $39.30 | 1 bag of 50 | $39.30 |
| Travel | Local travel to Pisgah National Forest to collect samples. South Toe. See Mila for mileage information. | 4 trips | 263.20 |
| Shipping | You must list the shipping charge. Check with the vendor to see if there is a shipping charge for your order. |  | $16.95 |
| Total | Total your budget |  | Total |

**Timeframe**

Clearly describe, either in a brief timeline or in the body of the proposal, a proposed timeline of project milestones.

**References**

Please list the scholarly sources cited in your proposal in the style for your disciple (e.g., MLA, Chicago, APA) Please consult with your project advisor and/or a Reference Librarian for help finding and building your collection of relevant, primary source materials.

**Presentation and Publication of your Finished Research Paper**

* Please note your intended presentation outlets, which should always include the UNCA Symposium (all grant recipients are required to present at the symposium).
* Please also note your intent to submit your paper to the UNC Asheville Journal of Undergraduate Research or a discipline related journal. Please note that Undergraduate Research Scholar designation requires a conformed publication.

**Other Suggestions:**

Edit carefully for typographical or grammatical errors. Examples of awarded proposals are available at: <https://urp.unca.edu/apply-for-grants/research-grants/> please provide your research or scholarly advisor plenty of time to comment on drafts of your proposal.

**Faculty Support Letter:**

Your advisor must submit his or her statement in support of your work electronically from their **@unca.edu** email address to mlemaste@unca.edu. This statement should describe the significance and quality of the project from their expert perspective; their role as an advisor (e.g., frequency of meetings), the expected outcome; and their sense of the likelihood the work will be successfully completed. The support statement should be between 100-300 words.

**Items to Submit for Review: Your Proposal Packet Should Include:**

* Grant Information link: <https://urp.unca.edu/apply-for-grants/research-grants/>
* All faculty statements are to be emailed to Mila Lemaster mlemaste@unca.edu.
* Abstracts and Proposals are to be uploaded on to the application form under “Research Information”
* ***Single Spaced with 1” margins sent as one document***.

*Note: Only completed applications will be reviewed by the Undergraduate Research Program Advisory Council (URPAC).*

**Review by the Undergraduate Research Program Advisory Council (URPAC)**

Upon receipt of your application and proposal packet, these files are compiled and sent to the members of URPAC electronically for their review and decisions. URPAC consists of faculty, staff, and students that broadly represent disciplines across campus. Once the decisions are made you will receive an email letter from the URP office. The total process after the application deadline is about 3 weeks.

**NOTE**: Funding is NOT awarded upfront. Funding can ONLY be awarded after the fact (i.e., reimbursement). NO purchasing can be made unless approved by the URP office and Purchasing.

**Grant Awardees**

Students who receive an Undergraduate Research Grant are required to present at an on campus symposia (fall or spring).

**Conference Presentation Travel Grants**

Conference presentation travel grant applications may help cover travel to a discipline-specific conference or an undergraduate research conference. Presentation travel grant information: <https://urp.unca.edu/apply-for-grants/presentation-travel-grants/>

**Conference Presentation Travel Grant**: Discipline Conferences - Maximum award is $500.00. Please see the requirements below before we can process travel grant requests.

Application Form: <https://urp.unca.edu/apply-for-grants/presentation-travel-grants/>

Send a copy of the following to mlemaste@unca.edu

* + conference web site link
	+ copy of your acceptance letter from the conference host site
	+ a copy of your accepted abstract
	+ Your project mentor must send a faculty support statement for your travel to mlemaste@unca.edu

**Conferences for: NCUR, COPLAC, SNCURCS**

***Note***: *Do not apply directly to the above conferences through their web site*. If you do and are accepted, you cannot apply for travel assistance through the URP office. If you apply through the URP office and are accepted to present, we will provide funding for:

* Transportation (we travel as a group)
* Hotel
* Registration Costs
* Apply by the abstract deadline date – see URP “Upcoming Events” Calendar for deadlines (Abstract length: 250 words).

**Tax Statement – for out-of-pocket expense reimbursements**

Receiving monetary awards to support Undergraduate Research travel and conference attendance may necessitate a reduction in other financial aid the student receives.  Such awards may also be reported to the Internal Revenue Service in the recipient's annual Tuition Statement (Form 1098-T). It is the responsibility of the recipient, in consultation with his/her tax advisor, to determine how much, if any, of the awards are taxable income to the recipient.

Reimbursement payments may be requested through Chrome River (for travel) or by submitting a check request with supporting documentation to Accounts Payable.

**University Research Scholar Nomination (URS)**

If you are graduating, you may qualify to receive a University Research Scholar Designation. If you answer yes to the following questions, please be sure and fill out the URS nomination form.

* Is my research original?
* Did I present my research at the Fall or Spring Symposia? NCUR? State of North Carolina Undergraduate Research Symposium, or other? Must show proof of other presentation.
* Did I publish my research in the UNC Asheville Journal, NCUR, or other? If other, you must show proof that your paper was accepted for publication by the publisher.
* Has my project mentor agreed to provide a letter of support?

URS Information: <https://urp.unca.edu/how-to-participate/university-research-scholar-nominations/>

**Examples of Awarded Proposals:**

<https://urp.unca.edu/apply-for-grants/research-grants/>

**September**

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| **2** | **Thursday** | Grant Proposal Workshop – [*https://urp.unca.edu/apply-for-grants/grant-proposal-workshops/*](https://urp.unca.edu/apply-for-grants/grant-proposal-workshops/) |
| **13** | **Monday** | Fall Research Grant Application and Proposals **DUE**   *Application:* [*https://urp.unca.edu/apply-for-grants/research-grants/*](https://urp.unca.edu/apply-for-grants/research-grants/) |

 **October**

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| **11** | **Monday** | State of North Carolina Undergraduate Research Symposium Applications and Abstracts **DUE**  *Application:* <https://urp.unca.edu/apply-for-grants/presentation-travel-grants/>  |
| **18** | **Monday** | UNCA Journal Intend to Submit Form **Due** *Application:* [*https://urp.unca.edu/journal-publications/unc-asheville-journal-of-undergraduate-research/*](https://urp.unca.edu/journal-publications/unc-asheville-journal-of-undergraduate-research/) |
| **21** | **Thursday** | Grant Proposal Workshop <https://urp.unca.edu/apply-for-grants/grant-proposal-workshops/>  |

**November**

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| **1** | **Monday** | Fall Symposium Applications and Abstracts **DUE** *Application:* [*https://urp.unca.edu/symposia/*](https://urp.unca.edu/symposia/) |
| **1** | **Monday** | University Research Scholar Nominations **DUE** for December graduates *Application:* [*https://urp.unca.edu/how-to-participate/university-research-scholar-nominations*](https://urp.unca.edu/how-to-participate/university-research-scholar-nominations)*/*  |
| **1** | **Monday** | NCUR 2022 Presentation Grant Applications and Abstracts **DUE**  *Application:* [*https://urp.unca.edu/apply-for-grants/presentation-travel-grants/*](https://urp.unca.edu/apply-for-grants/presentation-travel-grants/) |
| **TBA** | **Saturday** | Virtual State of North Carolina Undergraduate Research Symposium Hosted by: TBA |
| **8** | **Monday** | UNCA Journal Papers **DUE** |
| **8** | **Monday** | Spring Research Grant Applications and Proposals **DUE**  *Application:* [*https://urp.unca.edu/apply-for-grants/research-grants/*](https://urp.unca.edu/apply-for-grants/research-grants/)  |
| **23** | **Tuesday** | Fall Symposium (No Day Classes) 8:00am to 5:00pm  |
| **29** | **Monday** | FINAL UNC Asheville Journal papers due by 4:00pm |

**December**

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| **TBA** | **TBA** | NCUR 2022 Abstract submission deadline to CUR |

**January**

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| **1** | **2022** | **Happy Holidays** |

**March**

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| **4** | **Friday** | UNCA Journal Intent to Submit Application Form **DUE** *Application:* [*https://urp.unca.edu/journal-publications/unc-asheville-journal-of-undergraduate-research/*](https://urp.unca.edu/journal-publications/unc-asheville-journal-of-undergraduate-research/) |
| **17** | **Thursday** | Grant Proposal Workshop<https://urp.unca.edu/apply-for-grants/grant-proposal-workshops/>  |
| 21 | Monday | Annual Spring Symposium on Undergraduate Research and Creativity Applications and Abstracts **DUE***Application:* [*https://urp.unca.edu/symposia/*](https://urp.unca.edu/symposia/) |
| **21** | **Thursday** | University Research Scholar Nomination Applications **DUE** for May/July Graduates *Application:* <https://urp.unca.edu/how-to-participate/university-research-scholar-nominations/>  |
| **21** | **Monday** | COPLAC 2022 Presentation Grant Applications and Abstracts **DUE** *Application:* [*https://urp.unca.edu/apply-for-grants/presentation-travel-grants/*](https://urp.unca.edu/apply-for-grants/presentation-travel-grants/) |
| **TBA** | **Thursday – Saturday** | National Conferences on Undergraduate Research (NCUR) 2022, University of West Florida, Pensacola, FL |

**April**

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| **4** | **Monday** | UNCA Journal Papers **DUE** by noon. |
| **19** | **Tuesday** | Annual Spring Symposium on Undergraduate Research and Creativity (NO Day Classes) 8:30 – 5:00pm |
| **TBA** | **Friday -Saturday** | Council of Public Liberal Arts Colleges (COPLAC) 2022, TBA |
| **25** | **Monday** | Summer Research Grant Applications and Proposals **DUE***Application:* [*https://urp.unca.edu/apply-for-grants/research-grants/*](https://urp.unca.edu/apply-for-grants/research-grants/) |
| **26** | **Friday** | FINAL UNC Asheville Journal papers due by 4:00pm |
| **26**  | **Friday** | Fall 2021 and Spring 2022 Grant Period Over |

**August**

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| **2** | **Tuesday** | Summer 2022 Grant Period Over – Last day of summer classes |

**Calendar:** Link: <https://urp.unca.edu/calendar/>

*Grant Workshop Handout 2021-2022 Revised July 29, 2021*