



UNDERGRADUATE RESEARCH GRANT

Goal: The Undergraduate Research Program funds undergraduate research grants to support the innovative, collaborative scholarly work of an undergraduate student(s) and a faculty mentor. These grants can be used for equipment, travel, supplies or stipend.

Grant Application Process:

1. Go to the faculty development website and click on Faculty Grant Deadlines. Then click on the appropriate grant for an application.
2. Read the application thoroughly to ensure that it fits your project.
3. Read and print the Pre-Grant Submission Checklist (attached).
4. Read the Grant Review Rubric (attached) for your specific grant to familiarize yourself with the criteria the review team will be using to evaluate your proposal.
5. Discuss with chair and dean if this project will require budget considerations.
6. Make sure have completed all items in Pre-Grant Submission Checklist.
7. Ask questions of the appropriate committee chairs if necessary.
8. Complete application and turn in by deadline.

Eligibility Requirements:

Faculty mentors must be full-time employees of Union University with faculty status. Student researchers must be full-time students of Union University who are not currently on academic probation. Faculty can receive at most one undergraduate research grant in an academic year. Completed research projects are not eligible for funding.

Completion and Dissemination Expectations:

The research must be completed before the conclusion of the academic year and must be presented at the Union University Scholarship Symposium.

Criteria for Evaluation: (See Grant Review Rubric)

1. Quality of research project proposed. The Review Committee looks for projects that have scholarly merit and that are likely to produce publications/ presentations in the near future.
2. Evidence that the undergraduate student researcher is meaningfully involved in a collaborative research project.
3. Evidence that the faculty mentor and student researcher are likely to complete the project successfully in a timely manner.
4. Other factors being equal, faculty mentors and student researchers from departments not having established undergraduate research programs will be given preference.

Selection of Review Committee:

The Review Committee will consist of faculty members and administrators who have attended regional or national workshops/conferences on Undergraduate Research. The Chair of the Review Committee will inform the Office of the Provost of the committee members.

Amount of Grant:

Maximum total award: \$1000 – may be used for equipment, travel, supplies, and stipend; (Maximum individual stipend amount: \$500)

Grant Deadline: See the Provost's webpage <http://www.uu.edu/academics/provost/> or the Center for Faculty Development webpage <http://www.uu.edu/centers/faculty/> for grant deadlines.



Pre-Grant Submission Checklist

This checklist will help you prepare your grant. Please apply each statement to the specific grant for which you are applying.

- ☐ I have visited the Center for Faculty Development or Provost website and read the criteria for this grant.
- ☐ I have visited the library and reviewed successful grants.
- ☐ I have reviewed my proposal and am confident it meets the criteria for this grant.
- ☐ I have asked a colleague outside of my department to read my grant to ensure it communicates clearly to colleagues from other disciplines.
- ☐ I have followed all the grant guidelines.
- ☐ I have clearly communicated by use of bold type, underlining, subheadings or bullets how my proposal meets each of the criteria in my grant.
- ☐ I realize that if my grant is approved I need to complete the work by the completion deadline.
- ☐ I have reviewed the Grant Rubric.



Application For Undergraduate Research Grant

Goal: The Undergraduate Research Program funds undergraduate research grants to support the innovative, collaborative scholarly work of an undergraduate student(s) and a faculty mentor. These grants can be used for equipment, travel, supplies or stipend.

I. Faculty Member: _____ Department _____

STUDENT INFORMATION:

II. Student Name: _____ I.D. _____

UU Box No. _____

Phone No./Email _____

Expected Graduation Date _____

Overall GPA _____ Department/Major _____ GPA Major _____

Classification (please circle): FR SO JR SR

III. Attach a description of the research project. Include a statement about the student's background and how he/she will collaborate on this project.

IV. If using human subjects please complete the appropriate IRB forms.
<<http://www.uu.edu/programs/irb/>>

V. Attach a one-page budget proposal. Include a summary of all anticipated funding from other sources. (Note: Maximum total award: \$1000 – may be used for equipment, travel, supplies, and stipend; Maximum individual stipend amount: \$500)

VI. Grant recipients agree to participate in the Union University Scholarship Symposium.

Applicant's Signature _____ Date _____

Department Chair's Signature _____ Date _____

Dean's Signature _____ Date _____

Submit applications to Dr. Randy Phillips, Director of Research, by the published deadline. (For more information contact Dr. Phillips (rphillips@uu.edu) 661-5209.)



**Undergraduate Research
Grant Review Rubric**

Please rate each item below on a scale of 1-5 with 1 representing needs work, 3 representing adequate and 5 representing excellent. Circle the appropriate rating.

The application contains all of the personal information requested and required signatures. 1 2 3 4 5

The application contains a clear description of the goals of the research project. 1 2 3 4 5

The application discusses the scholarly merit of the project and the possibilities for dissemination beyond the Union University community. 1 2 3 4 5

The application clearly communicates how the student researcher(s) will collaborate on this project. 1 2 3 4 5

The application has a detailed budget proposal that clearly communicates how grant funds will be used. 1 2 3 4 5

The application demonstrates that the project can be completed within the given time frame for dissemination. 1 2 3 4 5

☐ This grant was funded.

☐ This grant was not funded for the reasons marked above.

☐ This grant was a fundable grant; however this was a competitive year and it was not chosen.

☐ The committee encourages you to re-submit next year after strengthening the areas items marked above.

Comments: _____

Committee Members' Signatures.

Date: _____