UNIVERSITY *of* WEST FLORIDA

OUR Project Award

Procedures

&

Guidelines

October 2015

Office of Undergraduate Research

uwf.edu/our

Procedure Title: Office of Undergraduate Research Project Awards

Purpose
Awards are intended to foster research partnerships between faculty and UWF's most promising undergraduate students and to support undergraduates conducting research or creative activities.

Eligibility
- Must be enrolled as an undergraduate, degree seeking, student
- In good standing with the University of West Florida

Award Information
- Award Total
  o Up to $650 for individual researchers ($750 for students selected for the OUR Scholars Program)
  o Up to $1,000 for group projects ($1,100 for students selected for the OUR Scholars Program)
- Project Awards also include an additional $100 stipend for the faculty mentor

Scope of Work
Project funding is available to support undergraduate students conducting research, participating in scholarly work, or otherwise engaging in academic or creative activities that contribute to the student's academic program. At the recommendation of OUR Faculty Reviewers and with the approval of the OUR Director, funds will be disbursed to support undergraduate student projects.

OUR Scholars Program
The OUR Scholars Program aims to aid students in areas of professional development and communication skills. If selected, students will have the opportunity to request an additional $100 for research supplies and materials. OUR Scholars must meet all OUR Project Award program requirements in addition to attending five (1 hour) professional development workshops throughout the fall and spring semesters.

Submission Requirements
The OUR Project Award process starts with the student and their faculty mentor. All project applications must be reviewed by the undergraduate student's faculty mentor and be approved using the OUR Project Award Letter of Commitment (this letter initiates undergraduate student project funding requests).

Once a student has collected the required approvals and received faculty mentor support, the student will need to apply electronically using the OUR Project Award application on the Office of Undergraduate Research website.

Electronic Application Submission
The OUR Project Award application must include:
- Signed OUR Project Award Letter of Commitment (scanned and uploaded as pdf)
- Project Description (saved as one pdf file per group). The Project Description should be a 1-2 page narrative, include your project's objective, the scientific or creative methods to be employed, and the significance of your work to the field of knowledge in general, including background information with citations where appropriate. For group projects, please indicate which student(s) will be responsible for each aspect of the project. Please remember that faculty reviewers of your proposal may be outside your department and so *acronyms* and abbreviations should be defined or avoided.
- Faculty recommendation of student, including merit of project (not to exceed one page per student– uploaded as pdf)
- Completed budget table (filled out within online application) and budget narrative (one page minimum, uploaded as pdf). The Budget Narrative should include all costs associated with your proposed project, including price quotes for equipment/supplies, as well as any other sources of funding the project. Your budget narrative should also include a written description of expenditures; for example, "AlphaWolf Squadron Laser cost of $300 will be used in XYZ manner."

Within twenty-four hours of submission of completed applications, students will receive a confirmation email. The student's application will be reviewed by at least three faculty members. The primary objective is evaluation of proposal quality and adherence to submission requirements. The OUR Director reserves full rights to accept or deny project applications.

Applicants will receive a notification letter regardless of acceptance/denial. Awarded students will be assigned a unique Activity Code and will be required to sign and submit the OUR Project Award Agreement Form to formally accept the award.

Deliverables/Reports
Students who receive an award must submit the following OUR Project Reports to the Office of Undergraduate Research at the conclusion of the semester and/or academic year in which awards were earned.
- A **Project Update Report** is due at the end of the fall semester for awards received during the fall semester
- A **Final Project Report** is due at the end of the spring semester for awards received during either the fall or spring semester, and should include the following elements:
  - a budget detailing how OUR award funds were used
  - a brief (1-2) page description of the research that was conducted, including overall findings, significance of work, and next steps
  - 1-2 sentences on the impact of the research experience on the student's professional development, educational and career goals or interests, and anticipated impact on success of meeting these career or educational goals
  - Note: if the research project is completed before the end of the fall semester and the final project report and program evaluation survey are submitted on or before the last day of that semester, the requirement to submit a project update report is waived.

Grant awardees are required to present their research at the Student Scholars Symposium during the spring term. Awardees can find guidelines and information regarding this presentation on OUR's website.

Grant awardees are also required to act as ambassadors to the OUR program and speak to at least one **approved** campus event about your research experience at UWF. Campus events include classes (especially introductory level courses), campus tour groups, or other campus events.

Grant awardees are also required to complete a program evaluation survey at the conclusion of their research project (due by the end of the spring semester each year).

In order to highlight research activity at the University of West Florida, OUR Project Award recipients may be contacted by the CREO Communications Department for more information on their research and/or travel to publicize their research in both internal and external outlets.

Undergraduate Student:
I understand that my role as an undergraduate student researcher is a significant responsibility and I will make it a priority. In applying for the OUR Project Award program, I understand that I am committing to the following requirements:
- Support the Mission, Vision, and Values and Goals of the University of West Florida
- Participate in the 2016 Student Scholars Symposium on Thursday, April 21, 2016
- Submit a project update at the end of the fall semester (due by December 12, 2015)
- Submit a final project report at the end of the spring semester (due by April 30, 2016), including:
    - a budget detailing how OUR award funds were used
    - a brief (1-2) page description of the research that was conducted, including overall findings, significance of work, and next steps
    - 1-2 sentences on the impact of the research experience on the student's professional development, educational and career goals or interests, and anticipated impact on success of meeting these career or educational goals
- Complete a program evaluation survey at the end of the spring semester (due by April 30, 2016)
- Act as ambassadors to the OUR program and speak to at least one **approved** campus event about your research experience at UWF. Campus events include classes (especially introductory level courses), campus tour groups, or other campus events.

Faculty Mentor:
I understand that my role as a Faculty Mentor to an Undergraduate Student Researcher is a significant responsibility and I will make it a priority. In supporting my student researcher(s), I understand that I am committing to providing mentorship to my student throughout his/her research project, including providing support to meet the above obligations. I understand that failure of my students to meet the above requirements may jeopardize my future OUR funding.

Approved by:

_____   _____
Applicant Signature   Applicant Name (print)

_____   _____
Faculty Mentor Signature   Faculty Mentor Name (print)