

Undergraduate Research Mini-Grant Request for Proposals (RFP)

University of Louisiana at Lafayette

Fall 2016

Goal

The goal of the UL Undergraduate Research Mini-Grant program is two-fold: to insure that the undergraduate students at the university benefit from the university's growing R&D program, and to improve student outcomes by facilitating undergraduate research. It is believed that students who participate in directed undergraduate research will perform well in their majors and be more prepared for their future careers. Accordingly, the University has set aside \$40K to be awarded as 20 undergraduate research mini-grants of \$2000 each. The university's Undergraduate Research Council, with appointed members from each college, administers this mini-grant program.

Scope of Grant

Undergraduate research can be very broad, encompassing original creative and scholarly activities in every discipline. The mini-grant program requires that a qualified faculty or staff member be directly engaged in mentoring one or more undergraduate students. Mentoring allows students to explore their interests and to challenge themselves beyond the classroom environment. There are many opportunities for mentored research, from creative performance projects to innovative lab research on biomedical engineering. The Undergraduate Research Council encourages grant projects in all disciplines supported by the university. Interdisciplinary projects are allowed and encouraged.

Eligibility

All UL Lafayette faculty members (both tenure and non-tenure track) and research active staff (such as Research Scientists and Library staff) are eligible to apply and serve as the Principle Investigator (PI) for an Undergraduate Research Mini-Grant project. Only one application per PI is permitted.

Application Process

Proposals will be submitted using the online submission form on the website. All proposals must be submitted and approvals received by 11 Nov 2016. Once the online form is submitted, the PI will receive an email containing a copy of the full proposal. A copy will also automatically be sent to your Dean and Department Head, with a request that they reply to either approve or disapprove. All administrative approvals must be received by 11 Nov 2016.

Selection Process

The applications will be reviewed and awarded by the Undergraduate Research Council. The rubric below will be used for scoring the proposals based on merit. In making the final awards, the first priority in the review process will be given to the merit score from the rubric. A secondary priority will be to

insure that each college has at least one funded project. Reviews will be completed and PI's notified of acceptance in early December 2016.

Duration

The mini-grant will commence upon award notification in December of 2016 and extend until July 31, 2017.

Accounting

All PI's will be assigned a G-account number to use for the project. Project funds may be used for any reasonable and ordinary project-related expenses, including equipment, supplies, travel, registration, student stipends, and so on. Project funds may *not* be used for faculty compensation. All normal university travel and purchasing policies apply, and all expenditures must be approved using standard university channels using the G-account provided. PI's are encouraged to keep a close eye on eye on their expenditures. Overspending of the account will render the PI ineligible for future RFP's, and the PI's department may be required to reimburse the university for the overage. A final accounting of all expenditures is required, as described below.

Deliverables

At the end of the project period, all PI's who are awarded an Undergraduate Research Mini-Grant are required to submit a two-page report in the form of a Word document describing the results of the project. A final financial accounting for the project in the form of an Excel spreadsheet is also required. Templates for the final report form and financial accounting report will be provided. PI's will also be responsible for requiring their students to create a PowerPoint presentation describing the project, which must also be submitted at the end of the project period. In addition, they are highly encouraged to facilitate an actual student presentation, demonstration, performance, or show of the scholarly work at some appropriate venue, such as the Annual Fall Undergraduate Research Invitational hosted each year by the Honors Program. PI's who do not submit the required final report, financial accounting spreadsheet, and PowerPoint presentation within 30 days of the end of the project will not be eligible for consideration in future RFP's.