

Undergraduate Research Grants Program Information

Purpose: To encourage undergraduate students from all disciplines to participate in independent research and creative projects in collaboration with FAU faculty. The research or creative activity conducted by the student generally takes diverse forms of directed research, such as independent study, work on an honors thesis or part of a larger ongoing study under the direct supervision of a faculty member, rather than work conducted to fulfill regular course or seminar requirements.

Student and Faculty Eligibility:

- Any full-time, continuing, undergraduate student in good standing (academic and disciplinary) at Florida Atlantic University
- Students are only eligible for one grant per grant funding cycle as a *primary* applicant.
- Faculty mentors may be limited to \$1,200 in awards per grant funding cycle for students they mentor, depending on funding availability.

Deadlines: Grant package deadlines are due by October 15th for Spring/Summer funding, and March 15th for Summer/Fall funding. Should these dates fall on a weekend day or holiday, the deadline will become the next business day.

Grants: Grant allocations are categorized based on the following

1. Individual students engaged in research or creative activity under the mentorship of a FAU faculty member may apply for a grant of up to \$600 to support their work.
2. Group projects, consisting of two or more undergraduate students working on the same project under the mentorship of an FAU faculty mentor may apply for a grant of up to \$1,200.

Applicants will be asked to identify the maturity of project (Exploratory, Developing or Advanced) to facilitate the review process. Please see [Appendix A](#) for definitions.

Grant Expenditures: Grant funds must be applied to tangible research expenditures. Applicants should discuss research needs with their faculty mentor before submission of their proposed budget. Any purchases, such as equipment, books, and remaining supplies, must remain at FAU after the project is completed as property of the mentor's department. Please see Budget section for more details.

Grant Period: Funds associated with the Undergraduate Research Grant must be spent by the end of the fiscal year (June 30th) in which the funds were transferred. Please consult with your department or college business manager for more information and any deadline dates for spending the funding. The project can continue past this date.

Judging criteria: All grants will be peer-reviewed by faculty, staff and graduate students who will evaluate the merit of the proposal based on an evaluation rubric (see also [Appendix E](#)):

- a) Strength of Proposal - Proposals must be clear, concise, and understandable for reviewers from varying disciplines (broad backgrounds). Strong proposals should also meet the following criteria:
 - Clear focus on research question or scholarly problem addressed in this study: The grant explicitly states what the project will accomplish. There is a clear central idea, hypothesis, or objective.

- If a group project is selected, each group member must have a clear role/task supporting the overall research question(s).
 - Background theory: provides an evaluation of previous work conducted in the area related to the question or the problem.
 - Sound methodology: Methodology clearly conveys the steps that will achieve the purpose of this project and how data/information will be obtained.
 - Contribution to the field or discussion of potential impact: There is an explanation of
 - the importance of the proposed project, “in the big scheme of things”
 - the value of the project’ impact
 - The project’s contribution of an original, intellectual, or creative work to the discipline
- b) Timeline/Plan of Work- The student outlines the time necessary to complete the majority of the project successfully during the grant funding cycle. It is justified that the project can be reasonably completed in that time (including allocating time for research compliance requirements), and that the student will present at an FAU Research Symposium.
- c) Appropriateness of Budget - The requested budget is justified and necessary for the completion of the project. The budget provides detail associated with what will be purchased (item and quantity) and an explanation of the needs evidenced by the methodology section, as well as detail on where and how the funds will be spent (see [Appendix C](#) for samples).
- d) Faculty Mentor’s Letter- The mentor endorses the project and the merit of the student(s) conducting the project and assures the reviewers that no other funds exist for parts/all of the project. The mentor provides appropriate research compliance information as it applies to this project (see [Appendix D](#) for more information).

Research Compliance/EHS: Please refer to [Appendix B](#) for more information. Please keep in mind that IRB/IACUC protocol and IBC approval may take 6 – 8 weeks and must be resolved within two months of the award notification if the grant is selected for funding. Most required EH&S trainings and certifications are now offered online. Please register for required training as soon as possible. If you are unsure which trainings you need, check with your Faculty Mentor.

We highly recommend students conducting any research or scholarly activities participate in the [CITI](#) (Collaborative Inter-Institutional Training Initiative). This provides access to courses that are designed to be used by institutions and organizations to provide comprehensive training in a variety of areas.

Award Notification: Grant awardees will be notified by an email sent to both the student(s) and faculty mentor once all peer and compliance reviews have been completed (approximately two months after each grant deadline date). Grant funds will be transferred to the department of the FAU faculty member for disbursement once all research compliance issues have been resolved. It is expected that compliance issues be addressed in a timely manner or within 2 months of the award notification.

Grant Recipient Requirements: Individuals awarded grants must:

1. Be able to complete the project as an enrolled undergraduate at FAU.
2. Present this work at an FAU Research Symposium.
3. Participate in pre- and post-grant award surveys regarding experience of research project.
4. Reference the grant in future presentations and/or publications resulting from this work.