AUGUSTA UNIVERSITY
Center for Undergraduate Research and Scholarship

Materials and Travel Grant Proposal

Call for Proposals
2022-2023

The Center for Undergraduate Research & Scholarship (CURS) is pleased to announce a call for proposals for grants supporting student-faculty research sponsored by the Provost and the Vice Provost for Instruction. CURS Materials and Travel grants are open twice per year (Fall/Spring) and support original scholarly work through faculty-mentored student research. Funding each term depends on the number of applicants, available funds, and feasibility of the proposed research or scholarship. Each proposal will be reviewed by an interdisciplinary advisory committee and evaluated on its contributions to undergraduate student development and the research mission of Augusta University. Grant requests can be made for travel to conduct or present research, or to purchase materials and supplies. See the website for full details and tips for successful proposals.

Deadlines:

Fall grants: August 31 (or next business day) by midnight
Spring grants: January 31 (or next business day) by midnight

Maximum request: $1,000 per proposal

Unallowable expenses include publication fees, membership dues, personnel (stipends, consulting fees, technicians, etc.), participation incentives, and core facility charges.

Faculty members may submit proposals for Materials **or** Travel requests and may not submit more than one proposal per round. For travel funding, faculty must be traveling with a student to collect or present scholarly work.

Students may submit proposals for Travel requests (no Materials requests) and may not submit more than one proposal per round. The student is expected to write this proposal. Faculty may provide feedback or guidance but should not write the proposal. Proposals copied from published abstracts will be rejected. Student projects must have a faculty advisor or mentor to be considered for funding.

Proposals should be written for research activities, not specific research projects. For example, if two students are traveling to the same conference together but presenting different research, they align under the same activity (conference) and should complete ONE proposal and ONE budget for all the travelers. The same parameters apply to students co-

presenting or collecting data in the same location. Oral presentations will be evaluated more favorably than poster presentations and professional conferences will be evaluated more favorably than undergraduate conferences. Students should ask CURS for guidance <u>before</u> submitting a proposal.

<mark>**NEW**</mark>**Record of student research.** Undergraduate(s) on the project must be enrolled in an undergraduate research course within the home department, CURS, or Honors Program. These courses are denoted by the number 2990, 3990 or 4990, or HONR 2999H, 3900H, 3999H, 4000H.

Proposal Instructions:
Include the following sections in the following order and format. The proposal <u>should not exceed</u> **3 pages**. Be specific and write for an interdisciplinary audience. All proposals should be in Word format (.doc or .dox). Name your file using the following format: **Lastname_Firstinitial_MM_YY**. Applicants can review the evaluation rubric and tips for grant preparation on the CURS website.

1. **Research Title** (10 word max; Capitalize Each Word)
2. **Research Project Description and Significance to Scholarly Development**: Explain the scholarly activity and the objectives of the activities in such a way that undergraduates and faculty reviewers outside your discipline can understand the purpose and significance of the project.
   a. Project descriptions should be between 300 and 350 words.
   b. <mark>**NEW**</mark><u>The project must be registered (submitted) in the</u> CURS Undergraduate Research Opportunity Portal <u>by the time the grant proposal is submitted.</u>
   c. For Travel proposals, include the dates and purpose of travel, and explain how the activities contribute to research/scholarly goals.

2. **Mentor and Mentee Roles**: Explain the faculty and student roles and responsibilities. Details should be provided such that reviewers understand specific mentorship goals. Quality student mentorship is highly valued by CURS and should be explicitly addressed.

3. **Budget & Budget Justification**: Complete the budget form and provide a written explanation of the budget request. Address any unusual expenses. Materials should be itemized into reasonable categories. Blanket requests such as $1000 for "supplies" will be rejected.

4. **Plans for Dissemination** (for Materials proposals only): Provide an explanation and discussion of expected deliverables and student learning outcomes. If the project is expected to result in a presentation in a public forum, please explain the setting, and whether it includes posters, oral presentations, or publication.

CURS Fall 2022 Grant Budget Worksheet

Supplies (including shipping)   Explain in Project Description

Equipment   Explain in Project Description

Conference Registration   Name & Location of Conference:
____ people at $_____ per registration

Air Travel Expense

Automobile Travel
_____ miles at $0.575 per mile

Other Transportation (bus, shuttle, taxi, parking)

Hotel
_____ nights at $_____ per night

Food
_____ days at $_____ rate

 (Please refer to the posted travel rates at the Office of Controller to
determine amount needed. http://gru.edu/finance/controller/travel/)

Other Expenses   Explain in Project Description

TOTAL EXPENSES (Automatically calculated using above fields.)

Other Funding Sources
Departmental Funding:

Other sources:

TOTAL FUNDING REQUESTED FROM CURS
(Automatically calculated using above fields.)

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CURS Grant Funding Checklist

Please ensure your proposal is complete by following this checklist:

I have read the Call for Proposals	
I have reviewed the Evaluation Rubric	
My proposal is written for an interdisciplinary audience	
My proposal has been uploaded into the online application	
Proposal does not exceed 3 pages	
Proposal is in Word format and saved using Lastname_Firstinitial_MMYY	
In the proposal I have addressed the following in order:	
• Research Project Description and Significance to Scholarly Development	
• Mentor and Mentee Roles (VERY IMPORTANT)	
• Budget Justification (Rewards will not exceed $1000)	
• Plans for Dissemination	
If Student is submitting, Student attests the proposal is written under faculty guidance, but <u>not faculty authored</u>.	

A video with helpful tips is included on the CURS website on the Funding & Award page.