

UNDERGRADUATE RESEARCH FUND

INDIANA UNIVERSITY NORTHWEST

PROCEDURE AND GUIDELINES

revised 2013 (Academic Affairs)

PURPOSE:

The purpose of the Undergraduate Research Fund at Indiana University Northwest is to encourage undergraduates to actively engage in research and creative activities as part of their undergraduate major experience. The fund will provide financial support to undergraduates in the form of travel, supplies and, under specific conditions, stipends.

GUIDELINES:

1. Enrolled upper-division undergraduate students at Indiana University Northwest are eligible. Faculty can sponsor exceptional students who exhibit strong research skills at earlier stages in their studies at Indiana University Northwest, but the argument for their eligibility as an exception must be made in writing, and it must accompany the formal application for funding.
2. Full-time Indiana University Northwest faculty sponsorship is required. Each faculty member can sponsor a maximum of two students per grant year. Co-sponsorship by appropriate individuals outside Indiana University Northwest is permitted provided that the Indiana University Northwest faculty member is the primary sponsor. IU Northwest School of Medicine faculty may also serve as primary sponsors. Occasionally a student may wish to work with an adjunct or part-time faculty member affiliated with IU Northwest. In those cases, there must be a full-time Indiana University Northwest faculty member willing to serve as primary sponsor on the project.
3. Stipends (an hourly wage) are set at \$10.00 an hour. Any requests for stipends must be accompanied by the inclusion of a \$32.00 budget line item to cover the required background check for anyone employed at IU Northwest.
4. Requesting funds to rent equipment when necessary to the research project is reasonable and such requests meet the eligibility requirements for the Undergraduate Research Fund (URF).
5. The degree to which equipment purchases may be covered by the Undergraduate Research Fund will depend upon whether the equipment will be consumed by the project, or if it can be used by the department subsequently: if the equipment will be consumed by the project, then the costs can be included in the grant; however, if the department can use the equipment subsequent to the research project, cost sharing with the department must be included in the application.
6. Awards are contingent on meeting all appropriate research compliance requirements (e.g. animal, biosafety, and human subject approval). An application involving the use of human subjects must be accompanied by evidence that it has been approved by the Indiana University Northwest Human Subjects Committee; an application involving the use of animals must first be approved by the Institutional Animal Care and Use Committee; and an application involving rDNA, human fluids or tissues, or other infectious agents must be accompanied by evidence that it has been approved by the Biosafety Committee in Bloomington (www.research.iu.edu/rschcomp/biosafety.html). For information on the policies related to animal, biosafety, and human subjects approval, the applicant can access the Indiana University policies and forms (<http://researchadmin.iu.edu/cs.html>), and the

Indiana University Northwest policies and forms on human subjects (www.iun.edu/~hsc/) online.

APPLICATION PROCEDURE:

1. Applications for support, which must follow the format on the Undergraduate Research Fund application form, must be developed and written by the student and reviewed by the faculty sponsor prior to their submission. The faculty sponsor should mentor the student researcher through this application process before he/she signs it.
2. The proposed research/creative activity should produce results substantial enough to be presented at a campus-level undergraduate research forum. Student participation in the Indiana University undergraduate research forum or other university-wide, regional, professional or national conference is mandatory. **Travel to such conferences must be incorporated into the budget.**
3. Whenever possible, the application should indicate what, if any, in-kind costs will be provided
4. Annual announcement of the fund should be sent to students and full-time faculty the Monday of the week before Thanksgiving.
5. The deadline for proposals will be the Friday of the week after spring break.
6. The complete, original, hard-copy application with all required signatures, letters of recommendation, unofficial transcripts from all colleges and universities attended, and additional information must be submitted to the Office of Academic Affairs in Lindenwood Hall, room 329. A pdf of the completed application should be sent as an email attachment to Julie Bishop in the Office of Academic Affairs (jmbishop@iun.edu).

EVALUATION PROCEDURE:

1. One full time faculty member will assume responsibility for the application evaluation process, distributing the proposals, and running the meetings. This person may volunteer and/or be chosen by the Vice Chancellor for Academic Affairs. This Chair will serve a three-year term for the sake of continuity. Appointments can be renewed for one consecutive term. The Chair shall vote only in situations where there is a tie.
2. The evaluation committee will be composed of one faculty representative each from CHHS, SOE, SOBE, and three representatives from COAS (representing the humanities, behavioral, and natural sciences). Representatives will be selected annually by their unit dean or director to serve on the selection committee. The Vice Chancellor for Academic Affairs or their delegate will be invited to review the proposals and attend the evaluation meeting.
3. Copies of proposals are read by all members of the committee and ranked as either meritorious of an award or not. Of those that are meritorious (assumed that most will be), the total requested from all meritorious projects is compared with the amount available. If the amount available is sufficient, and the budget of each meritorious proposal is satisfactory, all proposals are funded. However, if more is requested than available, then it is incumbent upon the committee to determine a fair and equitable distribution between divisions and departments. Under this circumstance, a maximum limit of \$2,500 or less will be imposed on all applications. Moreover, the committee may decide to rank the proposals. All proposals deemed of merit will be approved for purposes of student resumes; however, they all may not be funded.

4. The committee will make its recommendations and send them to the Vice Chancellor for Academic Affairs, who will then notify the faculty sponsor and student of the final decision.

AWARDING PROCEDURE:

1. Awarding of the fund will be worked out on an individual basis between Academic Affairs, the faculty advisor, and the student.
2. Award letters will be sent to the awardees and their sponsors upon receipt of the final signed and approved budget.
3. If the final cumulative amount of requested funding by all applications considered meritorious by the Undergraduate Research Committee exceeds the amount budgeted for that fiscal year, and no additional funds are available for this grant program, then the maximum award for any individual grant proposal will not exceed \$2,500.
4. Funds for the Undergraduate Research Fund will be administered in a special account by the Office of Academic Affairs. Funds will not be released into the individual accounts of the faculty sponsors.
5. Funds for an approved project will be available for one calendar year after approval notification letters are sent to awardees. (In most cases, funding should expire April 30 of the year following the approval). If the project has not concluded by that time, a letter requesting an extension for up to one additional year can be sent to the Office of Academic Affairs (jmbishop@iun.edu). The letter must be signed by both the student awardee and the faculty sponsor. The letter should include what progress has been made on the project to date, an explanation as to why the funding must be extended, and a revised time table for completion of the project. Funding extensions will be determined upon receipt of an appropriate request.

UNDERGRADUATE RESEARCH FUND
INDIANA UNIVERSITY NORTHWEST
Application Form

Revised 2013 (Academic Affairs)

Instructions: The application must use the attached application form, which can also be found at http://www.iun.edu/~academic/faculty_info/index.shtml. All sections must be completed for the proposal to be considered. Discussion and assistance with the faculty sponsor while writing the research proposal is expected. The complete, original, hard-copy application with all required signatures, letters of recommendation, unofficial transcripts from all colleges and universities attended, and additional information must be submitted to the Office of Academic Affairs in Lindenwood Hall, room 329. A pdf of the completed application should be sent as an email attachment to Julie Bishop in the Office of Academic Affairs (jmbishop@iun.edu).

1. Project Title:

2. Date of Application:

3. Submitted By:

Name:

Home Address:

Major(s):

Phone #:

Email:

4. Faculty Sponsor:

Name and degree:

Campus Address:

Department:

Campus phone #:

Email:

5. Other faculty collaborators/consultants involved in this project: *(if more than one, list information for each)*

Name and degree:

Department:

University:

6. Abstract (brief description of project, maximum 250 words):

7. Brief Lay Summary that someone outside the discipline should be able to understand.

8. Specific Aims or Objectives of the Research (maximum 250 words):

Please note: The objectives should specifically state a hypothesis to be tested, a thesis statement, or the main idea that will be investigated or pursued.

9. Description of Proposed Research including methods/procedures (maximum one full page):

10. Research Location:

11. Research Schedule: (include the meeting or conference where the findings will be presented)

12. Budget (provide a cost breakdown by category round to nearest \$10; insert additional lines when needed)

	Cost
Research Supplies: (list by category)	
	\$.00
	\$.00
Subtotal: \$.00
Research Equipment: (indicate if equipment will be purchased or rented)	
	\$.00
	\$.00
Subtotal: \$.00
Travel Costs: (to collection / research sites outside Indiana University Northwest)	
	\$.00
	\$.00
Subtotal: \$.00
Tuition at Field Station: (indicate institution(s))	
	\$.00
Subtotal: \$.00
Other Research Related Costs: (list by category)	
	\$.00
	\$.00
Subtotal: \$.00
Student Stipend (salary):	
hourly rate \$10.00 x _____ hrs =	\$.00
Subtotal: \$.00
Background Check (if stipend requested: \$32.00)	
	\$.00
	\$.00
Subtotal: \$.00
Student travel costs: (for presentation of the results at appropriate meeting or conference)	
	\$.00
	\$.00
Per diem ___ days at \$24/day (max. \$100)	\$.00
Subtotal: \$.00
TOTAL: \$.00

13. Other funding sources: (e.g. grants from the faculty sponsor, department or division funds, other student grants or awards)

14. Attach evidence of approval (where applicable) from the Indiana University Northwest Human Subjects Committee, Biosafety Committee, or the Institutional Animal Care and Use Committee

15. Other information you deem important for the proposal (maximum one page).

16. Faculty Sponsor Letter of Support: Attach a brief (no more than one page) faculty letter of support. This letter should address the merits, importance, and feasibility of the research as well as evaluate the student's ability to complete the project. The letter should indicate the date in which the student completed (or will complete) the research course as well as a statement that the student wrote the proposal with assistance from the faculty sponsor.

17. Signatures:

Student

Date

Faculty

Date

Department Chair

Date

18. Checklist – All must be included in submitted application

- Signed, complete application
- Letters of recommendation
- Unofficial transcript
- Human Subjects, Biosafety, and/or Institutional Animal Care and Use Committee approval if required