UNDERGRADUATE STUDENT GRANT APPLICATIONS

**Purpose**The undergraduate student grant fund was established as part of a strategic initiative to support undergraduate research at Abilene Christian University. The intent of the program is to provide support for undergraduate students to complete novel, student-led research/creative scholarship. The financial resources and number of applicants within a given fiscal year determine the number of grants awarded. It is expected that awards will range between $1,000-2,000, though this will vary depending on these factors.

**Selection**
Full-time ACU undergraduate students are eligible to apply. Grants will be awarded, based on a competitive selection process, to proposals that demonstrate potential for serious research and creative activity. The Undergraduate Research Council considers the proposals submitted and approves those judged best according to the following criteria:

* Worth and value to the discipline, researcher, or the university.
* Clear goals, objectives, and outcomes.
* Use of sound, clearly explained methodology and procedures.
* Clear writing that is precise, detailed, and understandable to a lay audience.
* Expected outcome of project (e.g., a book, article, paper, presentation, video).
* Likelihood of successful completion in a reasonable time.

**Goals**
Undergraduate Student Grants are intended to support scholarly activities including:

* quantitative research studies,
* qualitative research studies,
* technological innovations, and
* developmental and innovative research activity related to musical compositions or artistic production.

Furthermore, this program seeks to:

* Increase student involvement in research
* Encourage novel, student-led research and scholarly activity
* Promote research presentation and publication by ACU undergraduates

 **Budget**
The following budget categories are allowable:

* Training Stipend. Students may request a training stipend up to $500/semester working on the project. Students should work with their faculty mentor to complete a student internship packet.
* Expenses related to the research. This amount is limited to essential and necessary materials, supplies, equipment, participant and consultant support which is directly connected with the research project.

Ineligible expenses include clerical work, office supplies, telephone, computer equipment, and travel that is not essential to the conduct of the research.

 **Outcomes**
Projects should be completed during a single fiscal year and must produce a tangible, scholarly product. Examples of acceptable outcomes include presentation at a professional conference, a juried performance, an article submitted for publication in a peer reviewed journal, etc.

A final report detailing the progress made and the scholarly product completed is due by April 31 following the project period.

**Certifications**

Every individual who receives a grant must agree to the ACU Intellectual Property Agreement. The applicant agrees to certain rights and claims against copyrights and patents resulting from university support. Funds cannot be released to any grantee without this acknowledgement of the agreement. The Intellectual Property Agreement may be found on [**the ORSP websit**e](http://www.acu.edu/community/offices/academic/orsp/forms.html).

Every grantee is assigned a budget for expenses if any are awarded. Stipends are awarded through the Office of Undergraduate Research following completion of the Internship paperwork. All budgets must be cleared and accounted for by April 1 of the project year. Grantees without proper accounting forms are liable for the expenses incurred.

All grantees must have completed EthicsCORE Responsible Conduct of Research training. Training instructions may be found in the [ORSP Classroom](https://acu.instructure.com/courses/1978562). If the project involves research with human subjects, [**IRB approval**](http://www.acu.edu/community/offices/academic/orsp/human-research/overview.html) must be obtained prior to conduct of the research. Likewise, animal research requires [IACUC approval](http://www.acu.edu/community/offices/academic/orsp/animal-research/overview.html).

APPLICATION FORM

Student Name: Click here to enter text.

Faculty Mentor: Click here to enter text.

Major/Department: Click here to enter text.

Student Phone Number: Click here to enter text.

Student Email: Click here to enter text.

Project Title: Click here to enter text.

Purpose (Why), goals (broad aims), and objectives (measurable accomplishments) Please briefly describe the purpose of your study and outline the goals and objectives:

Significance Please explain the significant of this project to student’s discipline:

Background Please briefly provide the background to the project providing, for example, the historical context and/or literature review, as appropriate:

Research methods or creative plan Please describe the how the project will be conducted with sufficient detail that the methods/plan can be evaluated for sound design and merit:

Product Please select the final scholarly product/s expected from this project

[ ]  Poster Presentation [ ]  Oral Presenation [ ]  Juried Performance

[ ]  Other Live Performance [ ]  Journal Article [ ]  Chapter in a Book

[ ]  Book [ ]  Other, Describe:

Budget narrative (Complete the Budget Spreadsheet and then explain in detail below how the money will be spent. Please include a prioritization of costs):

**Assurances:**

By signing below, I affirm each of these assurances:

1. I have completed or will complete EthicsCORE Responsible Conduct of Research training. Training for students applicants must be completed by the time of the review meeting in order for applicant to be considered. Those who registered under the ACU group can report their completion by emailing orsp@acu.edu. All others will need to provide a screenshot or certificate of completion.
2. I agree to abide by the terms of ACU internal grants program and ACU guidelines (<http://www.acu.edu/academics/orsp/grants/index.html>). I will complete all assessment tools, including the final report and budget reports.
3. I have read and agree to the terms in the University's Intellectual Property Agreement and Policy on Research Misconduct (<http://www.acu.edu/academics/orsp/documents.html>).

Applicant’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_