Student-Faculty Collaborative Grant Proposal Guide

The Student-Faculty Collaborative Grants (SFCGs) are designed to support the original research and scholarly activities of undergraduate students working with a faculty mentor. Proposals for these grants are solicited once per academic year in the fall semester with final activity reports due in May.

The grants provide funding for purchases that support original undergraduate research and scholarly activity: supplies, equipment, travel for research/scholarly activity (not conferences), recruitment incentives, research software, or other expenses related to the scholarly activity.

An example would be laboratory consumables related to a project for which an undergraduate is involved. Another example could be travel to a facility in order to conduct the research/scholarly activity.

The maximum award is $2000.

Eligibility and limitations:

- All ETSU students (not just Honors students) are eligible.
- Guidelines for eligible expenses are outlined in Appendix A.
- Priority will be given to students who have not previously received an URCA award and who do not have existing research/scholarly activity support or funding.
- Only one award proposal per faculty mentor should be submitted each academic year.
- Funds not spent by the stated deadline will be reclaimed to be used for other awards.

Proposal outline:

Please organize by these section headings:

Cover Sheet:

- Title of scholarly activity
- Student name and department
- Faculty mentor name and department
- Faculty mentor department chair
- Electronic and/or scanned and dated signatures from the student, the faculty mentor, and the faculty mentor's department chair
- Disclosure of any current financial support for this activity from other sources
- Completed Responsible Conduct of Research (RCR) checklist:

Does your study require any of the following special approval categories?	Yes/no	If yes, please include the following documentation with your proposal submission:
Human subjects		Institutional Review Board approval letter
Working in a lab		Documentation of lab safety training
Animal use		Institutional Animal Care and Use Committee approval letter
Radioactive material		Biosafety committee approval letter
Select agents/pathogens		Biosafety committee approval letter
Recombinant DNA		Biosafety committee approval letter
Human cells/tissues		Biosafety committee approval letter

Statement of Intent: A one-page statement of intent written by the student in first person describing their preparation for the research/scholarly activity (such as coursework) and the impact of this activity on their education and career.

Description of Scholarly Activity: A two-page description of the scholarly activity, **written by the student, not just the faculty mentor,** including:

- Goal(s) of the research/scholarly activity including significance to the field. This may include specific research questions (or hypotheses) and details of the research/project design
- Role of the student in conducting the activity
- Anticipated practical application of findings/outcomes (written for an audience outside of your field)
- Plans for sharing findings/results/outcomes with the community (e.g. internal or disciplinary scholarly conference, journal publication, etc.)
- References/bibliography (no more than 5 references, does not count towards page limit)
- Rationale for budget item requests
- Timeline for completion (showing that the project is able to be completed with significant student involvement within the stated timeframe)

Student's resumé: Include a current resumé for the student that may be shared with university donors who sponsor the award.

Letter of Recommendation: Include a letter of recommendation from the faculty mentor.

Budget: Include a budget following the outline in Appendix A of this document.

RCR Documentation: Any required documentation of special approval categories related to responsible conduct of research per checklist on cover sheet.

Submission and review process

Please submit a single PDF file through the online dynamic form on the Office of Undergraduate Research and Creative Activities website.

https://www.etsu.edu/honors/ug_research/funding/sfcgs.php

Proposals may be peer reviewed by selected faculty as a part of the selection process. Note that reviewers or the Director may suggest reductions, or increases, for proposed budgets. In such cases the award may be at a funding level that differs from the request.

Timeline & responsibilities

- Awardees will be announced in early October.
- Award recipients should contact the Office Coordinator (Ms. Ruby Young) as soon as possible after award notification to arrange purchases.
- Award money must be spent by January 31, 2024 unless other arrangements are made.
- Awardees are to submit a report that summarizes the outcomes of the research/scholarly activity by May 15. Report guidelines will be included in award letters and are available on the URCA website.
- Any publications or presentations made as a result of this funding should include an acknowledgment indicating that the work was supported by the ETSU Office of Undergraduate Research

The Student-Faculty Collaborative Grant Program is administered by the Office of Undergraduate Research and Creative Activities with funds made available from the Honors College. Please send questions to the Director.

Appendix A. Budget Outline

Notes:

1.   *Maximum award is $2,000*
2.   *List all items over $50 on a separate line along with shipping costs*
3.   *Expenses not allowed include:*
   - *Computer equipment*
   - *Travel to conferences (please request through our Student Travel Grant program)*
   - *Payment for student time (student scholarships are available via the Summer Research Fellowship program)*
   - *Routine office supplies*
   - *Books, Subscriptions, Memberships*

Student Name:

Faculty Mentor Name:

Research/Scholarly Activity Title:

Date submitted:

Description	Unit cost per item	Shipping cost	Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			