**Purdue University Northwest**

**Undergraduate Research Grant (URG)**

**Fall 2020**

**Program Description and Application Guidelines**

[ONLINE APPLICATION](https://purdue.infoready4.com/#competitionDetail/1822609)

 **All work must be conducted in compliance with**[**PNW COVID guidelines**](https://www.pnw.edu/pnw-and-coronavirus-covid-19/)**.**

**Purpose:** PNW Undergraduate Research Grant provides up to $300 for individual projects and up to $600 for group projects to pay for your research expenses in any field of study.

**Deadline: Deadline for the Fall 2020 submission is Sunday, September 27, 2020 @ 11:59pm (EDT).**

**Eligibility:**All PNW undergraduates working on an independent or group project are eligible to apply. Students must have a faculty mentor.

**Award Information:** The award will cover up to $300 for individual research project expenses and up to $600 for group research project expenses. The project does not have to be a year-long project, but it must be completed before your graduation or May 15, 2021, whichever comes first.

**Faculty Mentor Role:** Faculty members can help you explore your research interests and develop a strong project. You will identify a faculty sponsor/advisor, and this person will help you develop your application materials and oversee your project if you are awarded the grant.

**Application Process:** Applications must be submitted by the student(s) via the online application. Application formatting instructions and content requirements are detailed in the Required Application Sections.

**Application Review and Selection Process:**Your research grant proposal will be evaluated by a faculty review committee. You should receive notification of award approximately three weeks after the deadline. Proposals will be rated on a scale of 1 (poor) to 5 (outstanding) based on the following criteria:

* Is the research problem or question well defined?
* Is the significance of the project clearly presented?
* Are the project objectives or hypothesis (if relevant to discipline) clearly articulated?
* Are the research design, methods, and activities well described?
* Does the budget appear reasonable and does the proposal provide a clear justification for items included in the budget?
* Does the proposal convey a well thought out project with potential for success?

**Questions:** If you have any questions, contact Professor Shuhui Yang (sro@pnw.edu) or the Student Research Office.

**Required Application Sections:** Please have the following information available prior to beginning the online application.

1. Applicant Information
2. Proposal Narrative
3. [Budget Form](https://purdue.infoready4.com/PlatformServicesV2/Commons/getDocument/Budget-Form.xlsx?documentName=3ac4918d-0d1b-44fe-94cc-3a7f7485d89a.xlsx&applicationId=7)
4. Faculty Mentor Approval
5. Certifications
6. **Applicant Information**
	* Name(s), email address(es), and college of all student researchers
	* Name(s), email address(es), and college of faculty mentor(s)
	* Anticipated project end date (Must conclude by your graduation date or May 15, 2021, whichever comes first)
7. **Proposal Narrative**
8. Format
	* Two page maximum (excluding references)
	* Single-spaced
	* 1-inch margins on all sides
	* 12 point Times New Roman OR 11 point Arial font
	* No name on the proposal document (this will be captured elsewhere in the application)
	* Save document as .pdf for upload
9. Content Requirements
* **Project Title:** A brief title of the research project
* **Introduction:** Introduce the problem or question that this research is trying to solve.
* **Significance of the Problem (Rationale)/Literature Review: Explain why this project is worth doing.**
	+ **Significance: Provide enough context for the project that a person outside of your discipline understands why this project needs to be done. Explain why your proposed work is relevant, and succinctly make the case that your research question will expand the body of knowledge or move conversations forward in your field.**
	+ **Literature Review: What other ideas does your project build on? Connect your work to renowned scholars in the field. The reviewer should understand where your project fits within the larger whole of current explorations.**
* **Hypothesis and/or Objectives:** What do you expect to learn through this research? If appropriate in your discipline, state a hypothesis. Detail the objectives that will be achieved. Make your objectives SMART:

S = Specific

M = Measurable

A = Achievable

R = Results-focused

T = Time-bound

* **Research Design, Methodology, and Activities: What will you specifically do to answer your question(s)? How much time will each step take?** Explain your action steps, from data gathering to analysis. If your plan includes interviews, explain your target audience, recruitment and necessary approvals. If your plan involves reviewing original documents, how will you access the archives? Connect back to your SMART objectives. Convince the reviewer that if you follow the steps above, your project will be successful.
* **References** (excluded from page total, but included in the same document)**: Include the references cited in this application**
1. **Budget Form**
	* Your application must include a budget explaining how you propose to use the funds. Research expenses can be any costs associated with the research: materials, study participant fees, supplies, or any other item required for the project. Grants may not be used for purchase of books or other materials readily available within the department or the library. Grants may be used for student stipends. Funds will be distributed to your department and all purchases must be made through the department.
	* Please use the budget form. Once complete, save as an Excel or PDF file and upload in the appropriate field of the online application.
2. **Faculty** **Mentor Approval**
	* Your faculty mentor must provide application approval. During application, the applicant will provide one faculty mentor’s email (@purdue.edu). The faculty mentor will receive a request by email, to login to InfoReady to review the student’s submission and approve it. If you have more than one faculty mentor, it is only necessary for one of them to approve the application.
	* Students engaging in research using human subjects must have an IRB protocol approved with the faculty mentor as PI before submitting the proposal. Faculty mentors are asked to certify IRB-related information on the Faculty Mentor Approval Form. Information about IRB can be found at https://www.irb.purdue.edu/.
	* Proposals without mentor/faculty approval will not be considered.
3. **Certifications**

All students who receive awards must agree to:

* + All awarded students must complete the Responsible Conduct of Research (CITI) training within 30 days of starting the project.  The Student Research Office will provide training information to the awardees.  Award will be withdrawn if the training is not completed.
* Submit a final report at the end of the grant period to the Student Research Office, or by May 15, 2021, whichever comes first, by email to sro@pnw.edu.
* Participate during the Days of Discovery in Spring 2021.