

**Purdue University Northwest
Undergraduate Research Grant
Fall 2023**

Program Description and Application Guidelines

[ONLINE APPLICATION](#)

Purpose: PNW Senior Design/Capstone Project Grant provides up to \$1000 for group projects to pay for your research expenses needed to complete in any field of study.

Deadline: **Deadline for the Fall 2023 submission is Friday, September 29th, 2023 @ 11:59pm (EDT).** Early submissions are encouraged.

Eligibility:

- All PNW undergraduates working on an independent or group project are eligible to apply.
- Students must have a faculty mentor.
- Students are responsible for writing the proposal and should only submit a single proposal. Students on multiple proposals will only be awarded a single grant.
- Students and faculty must complete the Purdue University's required CITI RCR Training and include completion certificates in their application.
- All grant proposals must be approved by the Deans office through InfoReady.

Award Information: The award will cover up to \$1000 for group research project expenses, and up to \$500 for individual research expenses. Funds will be cost-shared with the student's College, with a 50% match model. Therefore, Dean approval is required for submission. The project does not have to be a year-long project, but funds must be used, and research completed before your graduation or May 1st, 2024 (whichever comes first). Students are expected to present their research at the Days of Discovery Research Conference.

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 and funds if you are awarded the grant.

Application Process: Applications must be submitted by the student(s) via the online application through InfoReady. 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. The strength of your application will come primarily in your Proposal Narrative and Budget Justification. 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 Associate Professors Lindsay Giolda or Mike Zimmer (sro@pnw.edu) in 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](#)
4. Faculty Mentor Approval and email address (@purdue.edu)
5. Dean email address (@purdue.edu)
6. [Certification Form](#)

1. Applicant Information

- Name(s), email address(es), and college of all student researchers
- PUID
- Name(s), email address(es), and college of faculty mentor(s)
- Anticipated project end date (Must conclude by your graduation date or May 1st, 2024, whichever comes first)
- Campus or location where research will be primarily conducted

2. Proposal Narrative

a. 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

b. 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. This is where you need to “sell” your project and describe the necessity and ingenuity of the research in non-technical language.

- **Literature Review and Justification:** 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 in your field.
- **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 in non-technical language. If diagrams or images are necessary, insert them here. Convince the reviewer that if you follow the steps above, your project will be successful. You will then need to connect these methods to your budget justification (see Budget Form).
- **References** (excluded from page total, but included in the same document): Include the references cited in this application

3. Budget Form

- Your application must include a detailed budget explaining how you propose to use the funds and how it relates to your overall research design and analysis. A maximum award of \$500 per proposal for individual projects (\$1000 for group) are available, but each application should only apply for funds necessary for completion of the project. If additional funds are required to complete your project, please indicate what additional sources of funds are available. In addition, it must be clearly described how the funds from this grant will be used in terms of your research methods/design if the project budget exceeds the maximum award.
- Research expenses can be any costs associated with the research: materials, study participant fees, supplies, travel, 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 not be used for student stipends. Funds will be distributed to your college and all purchases must be made through your department purchasing mechanisms.
- Please use the budget form. Once complete, save as an Excel or PDF file and upload in the appropriate field of the online application.

4. Faculty Mentor and Dean Approval

- Your faculty mentor must provide application approval. During application, the applicant will provide faculty mentor's email (**@purdue.edu**). A faculty member's ID can have either a @pnw.edu or @purdue.edu. You **MUST** use the @purdue.edu address. For example, if Dr. Lindsay Gielda is your mentor, lgielda@pnw.edu should be entered as lgielda@purdue.edu in InfoReady in your application. 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.
- The Dean of your college must also provide application approval due to a cost-sharing budget model. During the application, the applicant will provide the Dean's email (**@purdue.edu**). The Dean will receive a request for approval via InfoReady to review and approve the student's submission. This **MUST** be completed before the review process begins.
 - i. College of Business. Dr. Clapp-Smith. (Rachel.smith@purdue.edu)
 - ii. College of Engineering and Sciences. Dean Berdanier (bberdani@purdue.edu)
 - iii. College of Humanities, Education and Social Work. Dr. Gregory (Anne.gregory@purdue.edu)
 - iv. College of Nursing. Dr. Fry. (fryal@purdue.edu)
 - v. College of Technology. Dr. Zahraee (zahraee@purdue.edu)
 - Students engaging in research (1) using human subjects must have an IRB protocol approved, (2) involving animals must have an IACUC protocol approved, or (3) involving hazardous materials or organisms must have a Biosafety Review with the faculty mentor as PI before submitting the proposal. Faculty mentors are asked to certify this information on the Faculty Mentor Approval Form and Students are asked to complete a Certification form verifying this information.
 - i. Information about IRB can be found at <https://www.irb.purdue.edu/>
 - ii. Information about IACUC can be found at <https://www.purdue.edu/research/regulatory-affairs/animal-research/iacuc/>
 - iii. Information about Biosafety can be found at <https://www.purdue.edu/research/regulatory-affairs/biosafety-and-rdna/>
 - Proposals without mentor/faculty and Dean approval will not be considered.

5. Certifications

- All students who receive awards must agree to:
- All awarded students must complete the Responsible Conduct of Research (CITI) training. Inclusion of the CITI RCR completion certificate will be required for each proposal. Proposals will not be awarded if the training is not completed. Information about accessing CITI RCR training can be found [here](#).
 - All applications must indicate whether an IRB, IACUC, or Biosafety Review is required for completion of research. Awards will be withdrawn if IRB, IACUC, or Biosafety certification is not completed within 30 days of award acceptance.
 - Present their research during the Days of Discovery in Spring 2024.

