

**Guidelines/Request for Proposals
Undergraduate Academic Project Grants
Application Information
2016-2017 Grant Cycle**

Purpose

Undergraduate Academic Project Grants support undergraduate research and creative work at Western Carolina University. Grants provide support in many ways, including travel, equipment, or supplies. Please be aware that equipment purchased through a grant reverts back to the student's department once the project is complete.

Eligibility

Any full-time student or group of students working with a sponsor is eligible to apply for a grant that might provide support in many ways, including travel, equipment, or supplies.

Who Applies

Project grants must be *authored by the full-time WCU enrolled student* while he or she is enrolled at WCU. However, a faculty sponsor may apply on behalf of a student group (see Group Travel Proposals, below).

Proposal Guidelines

Authors should use the **PDF fillable application form** available at <http://www.wcu.edu/learn/academic-enrichment/the-honors-college/ugres/index.aspx> to create a proposal. Each prompt must be addressed. Please be mindful that there are character limits for some fields. **Proposals that do not use the PDF fillable form will not be reviewed.**

In addition to the completed PDF form, proposals must also include a brief letter of support from the faculty sponsor. The faculty letter should include all of the following:

1. The sponsor's candid evaluation of the likelihood that the project will be completed if funded.
2. An **indication** of whether the student's work will be submitted to the National Conference on Undergraduate Research (NCUR) to be held April 5-8, 2017 at the University of Memphis.
3. An **acknowledgement** that if the project is funded, the faculty member will see that the project is presented at the WCU Undergraduate Expo (part of the WCU Research and Scholarship Celebration to be held March 29 and 30, 2017); i.e. the faculty will see that student follows up with this commitment.
4. **Full disclosure** of other funding sources being used to fund the project.
5. Faculty members should provide assurance that projects are in **compliance** with university and government policies concerning human and animal subjects in research. This can be done by stating in earnest that the project has been approved by the University's Institutional Review Board (IRB), if applicable. If IRB approval is not required, then state so.
6. If the research is conducted in a laboratory, the faculty should state that the research is being conducted in accordance with **standard operating procedures** that have been approved by John Maddy, Director of Safety/Risk Management (828-227-7443, jmaddy@email.wcu.edu).
7. Before agreeing to sponsor a proposal, faculty members should **review the student's proposal** for both content and style (spelling, grammar, citations, etc.), paying particular attention to the bibliography and budget.

The letter of support should accompany the student's application.

Grants for travel to conferences (for the purpose of making a presentation) should include an e-mail or letter of acceptance from the conference. If in email format, please scan the email into a single PDF document, compiled with the fillable application form and the letter of support.

Group Travel Proposals

For a group of students making multiple presentations at one conference, a faculty member can submit one travel proposal for the entire group. Faculty members, complete the PDF to the best of your ability. A group travel grant request should include the names of all student presenters, a letter of support from the designated faculty sponsor, and copies of all letters or emails of acceptance from the conference. The single budget presented should be for the group. Based on the number of student presenters and available funding, the Academic Project Grants Committee will decide on the total amount to be awarded to the group. These requests are not subject to the regular \$500 grant limit. *Group travel proposals completed by faculty should be in a single PDF with the faculty first and last name. Example: Jane Smith UAPG Travel Grant.pdf. No letter of support is needed. Please include acceptance letters as part of your application. [Send to honorsgrants@email.wcu.edu](mailto:honorsgrants@email.wcu.edu).*

Grant Restrictions

Research projects should adhere to university and government policies concerning human and animal subjects in research; for questions regarding these policies, contact Research Protection Officer, 110 Camp Building (227-7212). Undergraduate research grants will not be awarded without Institutional Review Board (human studies) or Institutional Animal Care and Use Committee approval, as appropriate and necessary.

Research projects must adhere to all federal (e.g. EPA, OSHA), state and local environmental, occupational and safety regulations to ensure the safety of students, staff, faculty and facilities. For questions regarding these policies, contact Jon Maddy, Director of Safety & Risk Management, Facilities Management (227-7443) or jmaddy@wcu.edu.

Submission Guidelines and Deadlines

Proposals are accepted on a continuous cycle between October and March. This year the deadlines for review are: October 3, 2016, November 3, 2016, February 3, 2017, and March 3, 2017. To be considered at the deadline the complete proposal must be received by 5 pm. Proposals that come in later will be held to the next deadline automatically. Funds will be distributed on an on-going basis, and therefore it is to your advantage to meet the soonest possible deadline with your proposal.

How to Submit

Submit your complete proposal which includes the PDF application form, letter of support and acceptance letter (if applicable) as a single PDF electronically to the Honors College at honorsgrants@email.wcu.edu.

The student's first and last name should be the file name. Example: Jane Smith UAPG Proposal.pdf.

Before submitting, please use the check list (attached) to be sure you have included all materials in your complete proposal. This will help you to avoid committee review delay. Please do not submit the check list with your application.

Proposal Review

Proposals are considered by the Undergraduate Academic Project Grants Committee. Committee members for 2016-2017 are:

Indrani Bose, Arts and Sciences
Sanjay Rajagopal, Business
Kia Asberg, Education and Allied Professions
Jim Coffin, Engineering and Technology
Christina Reitz, Fine and Performing Arts
Kim Hall, Health and Human Sciences
April Tallant, Honors College
Paromita Biswas, Hunter Library

Once proposals are received at honorsgrants@email.wcu.edu, students will receive a confirmation within 48 hours. A grant number will be assigned. If students do not hear back within 48 hours, they should check in by calling The Honors College at 227-7383.

Post-Award Information

This grant works on a reimbursement system. We expect students and/or faculty members to request reimbursements in a timely manner.

The student and/or faculty member is responsible for managing their receipts for reimbursement. Receipts should be attached to the reimbursement form (web link provided below) and turned in to Karina Robertson, 101 Balsam Hall (227-7383). Cash advances are not allowed for projects, though purchase requisitions submitted to The Honors College are allowed. Download this form from the Academic Project Grant page at: <https://www.wcu.edu/learn/academic-enrichment/the-honors-college/ugres/research-funding.aspx>

Students should compile receipts and complete the Academic Project Grant Reimbursement Form **within one month** of the completion of the project, expenditure of the funds, or trip dates. **No reimbursements will be made following the last day of classes for the spring semester.** For example, if your grant supports travel from November 3-5, then your reimbursement request is due no later than December 5. Another example, if your grant supports the purchase of materials, and you purchase those materials on January 10; then your reimbursement request is due no later than February 10. Failure to meet the reimbursement request deadline may result in no reimbursement. The absolute deadline for projects that extend the entire academic year is the last day of classes in the spring semester. No reimbursements will be made after the end of the spring semester.

Questions

This program is administered by The Honors College; please direct questions to **April Tallant** at 227-3276 or by e-mail (atallant@wcu.edu). For information regarding travel forms, purchase orders, or reimbursement processes, please contact **Karina Robertson** at kjrobertson@wcu.edu.

The Honors College
Western Carolina University
HC 101/Balsam Hall
Cullowhee, NC 28723
(828) 227-7383
honorsgrants@email.wcu.edu

Grant Applicant Check Sheet

- I am a WCU full-time student and I wrote this proposal; or, I am a faculty member writing on behalf of a group of students.

- If using human or animal subjects, my project meets and has received Institutional Review Board (human studies) or Institutional Animal Care and Use Committee approval, as appropriate and necessary. My faculty sponsor addressed this in his/her letter.

- My project adheres to all federal (e.g. EPA, OSHA), state and local environmental, occupational and safety regulations to ensure the safety of students, staff, faculty and facilities.

- I understand that this grant program works on a reimbursement system and that no cash advances will be given. I know that I should complete the reimbursement form, attach receipt, and turn in to Crystal Snover in Balsam Hall 101.

- I have included a letter of support from my faculty sponsor that addressed the important points as outlined in the guidelines.

- My faculty sponsor read over my proposal and said it was ready to submit.

- If this request includes travel, I have included the acceptance letter(s) from the conference organizers/peer reviewers.

- I have disclosed all funding sources (including anticipated) here in my grant application.

- If I am a faculty applicant, I have included the names of all student presenters, a letter of support, copies of all letters or emails of acceptance from the conference, and a single budget for the group.

- My complete application is ready to submit as a single PDF formatted file, using my name as the file name.

- I am sending my application to honorsgrants@email.wcu.edu.

Thanks for following directions. It is conducive for a smooth review of your proposal.