

**Guidelines/Request for Proposals**  
**Undergraduate Academic Project Grants**  
**Application Information**  
**2017-2018 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 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 the following:

1. The sponsor's candid evaluation of the likelihood that the project will be completed if funded.
2. An **indication** of the student's dissemination plan. We encourage students to present their work through
  - The National Conference on Undergraduate Research (NCUR) to be held April 4-7, 2018 at the University of Central Oklahoma.
  - The WCU Undergraduate Expo (part of the WCU Research and Scholarship Celebration) to be held March 21 and 22, 2018
  - Discipline specific conferences
3. An **acknowledgement** that if the project is funded, the faculty member will encourage students to present at RASC (part of the WCU Research and Scholarship Celebration to be held March 21 and 22, 2018); 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 must 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 and attaching a copy of the University's Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval or exemption letter, as applicable. If IRB or IACUC approval is not required, then state so and provide a rationale.
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](mailto: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. **Faculty should include all related IRB approval materials in PDF form, if applicable.** Letters of support should be in PDF form and be compiled with the PDF fillable application form and PDF acceptance letter from conference (if traveling to a conference).

**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, please submit one travel proposal for the entire group. **The fillable PDF group travel application can be completed by the faculty member.** 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.*

### **Grant Restrictions**

Research projects must adhere to federal, state, and local regulations and university processes concerning human and animal subjects in research. Projects that involve human subjects must be reviewed and approved by the IRB prior to beginning recruitment or data collection. Projects involving animal subjects must be reviewed and approved by the IACUC prior to beginning any work. For questions regarding these policies or for help determining whether your project requires review, contact the 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](mailto: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 11, 2017, November 8, 2017, February 14, 2018, and March 14, 2018. 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.

**Submit your complete proposal electronically to the Office of the Provost at [undergradresearch@wcu.edu](mailto:undergradresearch@wcu.edu) .**

Your proposal should be sent as a single PDF formatted file with the student's first and last name as the file name. Example: Jane Smith UAPG Proposal.pdf, including the letter of support and acceptance letter from conference. A scan of the single document is completely acceptable.

**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.

## 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 Suzanne Melton, 560 The Office of the Provost (227-3016). 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 Office of the Provost; please direct questions to **Kloo Hansen** at 227-3016 or by e-mail ([undergradresearch@wcu.edu](mailto:undergradresearch@wcu.edu)). For information regarding travel forms, purchase orders, or reimbursement processes, please contact **Suzanne Melton** at [scmelton@email.wcu.edu](mailto:scmelton@email.wcu.edu)

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