



## URCA Community Engagement Grant Proposal Guide

**URCA Community Engagement Grants** are designed to support the original community-based research and scholarly activities of undergraduate students working with a faculty mentor that build bridges from the campus to local, regional, and global communities. Proposals will be reviewed twice during the academic year, once in fall and once in spring 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.

The maximum award is \$1500.

### **Eligibility and limitations:**

- All ETSU students (not just Honors students) are eligible.
- 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.
- Funds cannot be used to purchase gift cards for participants.

### **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
  - Community Organization Name
  - 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/methods
- 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 and from the Community Member

*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 application on the Office of Undergraduate Research and Creative Activities website.

[https://www.etsu.edu/honors/ug\\_research/funding/default.php](https://www.etsu.edu/honors/ug_research/funding/default.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 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 and Creative Activities.
- Students must present the results of their work at the Boland Symposium in the spring following their participation, however this is not a requirement of students who receive the award during their senior year.
- Students who receive these awards must provide a summary of their experience, any products that come from their activities, be willing to be available for promotional materials.
- Students who receive these awards must attend/engage workshops from the Prestigious Awards office.

*The URCA Community Engagement 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

Faculty Mentor Name:

Community Partner Organization and Representative Name:

Research/Scholarly Activity Title:

Date Submitted:

Description and justification			Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			