
CWU College of the Sciences Undergraduate Research Grants (COTS-URG)

Deadline for submission: Second Friday in February at 5:00 PM.

Submit the completed original proposal and application with signatures and three copies to the CWU College of the Sciences Dean's Office, 130 Dean Hall, MS-7519.

Purpose: To facilitate undergraduate research in the College of the Sciences (COTS) by primarily supporting the processes of data collection and analysis. Research projects are encouraged in ALL SCIENCE DISCIPLINES – Social Sciences, Computational Sciences, and Natural Sciences - within the college.

Eligibility and Conditions: This grant is available to CWU undergraduate students majoring in a COTS Department or Program. Faculty mentors may sponsor up to three student proposals per year. Students may submit one proposal per year. The student must be the primary author of the proposal, with editorial comments made by the faculty mentor. The student must demonstrate intent to present their findings at SOURCE, and recipients are expected to register for research credits in the appropriate department or program. Students who apply for a COTS Undergraduate Research Grant (COTS-URG) may also apply for funding from the CWU Office of Undergraduate Research. Students who apply for multiple funding sources must clarify in the budget form and justification the division of expenses between grants; there should be no duplication of funds.

Grant recipients are required to submit a final report to the COTS Dean's office upon completion of the project. This report should consist of a summary of the goals of the study, the methodology used, and the results generated. An abstract of the SOURCE presentation is acceptable as a final report. Publications or presentations resulting from this grant should acknowledge the CWU College of the Sciences Undergraduate Research Grant (COTS-URG) for partial or full funding.

Grant Amount and Acceptable Expenses: The maximum award will be \$500 for expenses that are essential to conduct the proposed research project. Acceptable expenses include equipment, materials and supplies (e.g. lab supplies, field supplies, software, books, etc.), project-related travel (e.g. to a field, observation, or interview site), and other justified costs (e.g. survey questionnaire expenses, database fees, compensation for research subjects, manuscript/poster preparation and publication fees, etc.). Requests for travel money to present the results of previously completed research are not accepted. The applicant must demonstrate that all items for which funding is requested will be used in and are related to the student project. All equipment and materials and supplies purchased with grant funds remain the property of CWU. Funds will be made available immediately upon the awarding of the grant and must be spent within one year. Reimbursement for appropriate materials purchased before the award is possible as long as receipts are available.

Selection Criteria: (Also see the selection committee's evaluation form included at the end of this packet.)

Provide evidence for the following:

- 1) Feasibility of successful completion of the research project within the provided time-frame (include a time-frame).
- 2) Likelihood the researcher will learn and utilize appropriate research techniques and methodology. If the student is already trained to carry out the project, indicate that; otherwise, describe the form of mentoring that will be needed and/or will occur to complete the project.
- 3) Relevance of the research to the discipline in which the project is undertaken.
- 4) Probability of the proposed project resulting in a publication and/or conference presentation (in addition to SOURCE).
- 5) If the student's project is part of a larger body of work conducted by the faculty mentor, the contribution the student's project makes to that broader work.
- 6) Documented approval of animal/human subjects protocol acceptance, if applicable.
- 7) Support from a faculty mentor including a letter that addresses the research project, budget justification, and student's qualifications for carrying out the proposed research.

The Application:

The application must contain all of the following elements or it will not be reviewed:

- 1) CWU College of the Sciences Undergraduate Research Grant Cover Sheet
- 2) Completed Abstract Form
- 3) Project Description including
 - A) Title of Project,
 - B) Goals and Objectives (include a clear statement of the hypotheses being tested or the research problem being explored),
 - C) Background and Significance,
 - D) Research Design and Methods (include a timeframe for completion of the project),
 - E) Dissemination Plan, and
 - F) Literature Cited (must include fully-cited, peer-reviewed sources)
- 4) Completed Budget Form (2 pages):
 - A) Budget Detail
 - B) Budget Justification
- 5) Animal/Human Subjects Clearance (if applicable). For information on animal use in research go to the CWU Institutional Animal Care and Use web page at www.cwu.edu/iacuc. For information on the Human Subjects Review Program consult their web page at www.cwu.edu/hsrc. Use of human subjects in research requires early planning. Do not hesitate to contact the Human Protection Administrator at 963-3115, if you have questions regarding human subjects.
- 6) Endorsement of the student by the faculty mentor. Attach a letter that addresses the student's academic training and potential, the research project, form of mentoring that will occur, and the appropriateness of the budget requests.

While preparing the proposal, the student should keep in mind that the reviewers are scientists drawn from diverse fields who may be unfamiliar with specific procedures or theoretical orientations in the student's field.

CWU College of the Sciences Undergraduate Research Grant - Cover Sheet

An electronic version of this application is available within the College of the Sciences web site under Student Resources: www.cwu.edu/sciences/undergraduate-research-grants

Title of Project:	
Funds requested (not to exceed \$500):	

I am a College of the Sciences major, and I assume responsibility for the proposed project.

Signature of Undergraduate Researcher*	Typed name

Department or Program:	Date of submission:
Email address:	Phone:

Have you received a previous COTS-URG?
If so, in what year? _____

Signature of Faculty Mentor*	Typed name

Animal subjects clearance: _____ (attach letter or send to COTS Dean)

Human subjects clearance: _____ (attach letter or send to COTS Dean)

*Signatures required

CWU College of the Sciences Undergraduate Research Grant - Abstract Form

1) Duration of project	Beginning Date: <input style="width: 90%;" type="text"/>	Ending Date: <input style="width: 90%;" type="text"/>
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(12 months maximum)

2) Abstract (not to exceed 150 words):

3) Project Description: Do not exceed 3 typed pages, double-spaced, 12-point font

- Include:
- A) Title of Project
 - B) Goals and Objectives (include a clear statement of the hypotheses being tested or the research problem being explored)
 - C) Background and Significance
 - D) Research Design and Methods (include a timeframe for completion of the project)
 - E) Dissemination Plan
 - F) Literature Cited (must include fully-cited, peer-reviewed sources)

CWU College of the Sciences Undergraduate Research Grant- Budget Form (page 1)

Project Title	
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Budget Detail (All \$ amounts must be justified on page 2 of this Budget Form.)

	Overall Project Cost	Funding <u>received</u> from other sources (from where?)	Funding <u>requested</u> from other sources (from where?)	Funding requested from COTS -URG
Equipment				
Materials and Supplies				
Project-related travel				
Other				
TOTALS				

CWU College of the Sciences Undergraduate Research Grant- Budget Form (page 2)

Project Title	
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Budget Justification: Justify expenses in terms of how each item relates to the student project, why they are needed, the source of price quote or information, why that amount is requested, etc.

Equipment

--

Materials and Supplies

--

Project-related travel

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Other

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**Evaluation Form for COTS Undergraduate Research Grants
(Used by selection committee)**

Applicant: _____ Evaluator _____

Project: _____

Department: _____

Grants are intended “to facilitate undergraduate research in the College of the Sciences (COTS).”

Each element below is scored: 0 = absent or poor; 2 = satisfactory, or 4 = exceptional

ELEMENTS EXHIBITED BY A SUCCESSFUL PROPOSAL:	SCORE:
Feasibility of successful completion of the research project within the provided time-frame. (Time-frame included?)	
Relevance of the research to the discipline in which the project is undertaken.	
Probability of the proposed project resulting in a publication and/or conference presentation (in addition to SOURCE).	
Support from a faculty mentor, including a letter that addresses the research project, budget justification, and student's qualifications for carrying out the proposed research.	
Well written, well organized, adheres to format and length requirements	
ELEMENT TOTAL	
ADDITIONAL CONSIDERATIONS:	
If the student is not already trained to carry out the project, the likelihood that he/she will learn and utilize appropriate research techniques and methodology. (If the student is already trained to carry out the project, that should be indicated. Otherwise, the form of mentoring that will be needed and/or will occur to complete the project should be described.)	
If the student's project is part of a larger body of work conducted by the faculty mentor, the contribution the student's project makes to that broader work.	
If applicable, documented approval of animal/human subjects protocol acceptance.	
Has the student received a previous COTS-URG?	

09 December 2015