

MINI GRANT APPLICATION INSTRUCTIONS

These highly competitive awards are intended to fund faculty supported, student performed research and creative activities unrelated to classroom assignments.

Preference is given to first and second year students.

The application must be submitted to ugresearch@uvm.edu in **PDF format**. Mini Grants are for a maximum of \$500.00 for expenses and supplies. No wages are provided.

The application consists of the following (use this as your checklist to ensure completeness):

1. Cover Sheet with signatures
2. Detailed Budget
3. Project Information (attached 500 word essay)
4. My Work Involves: IRB, IACUC, IBC, etc. checklist (attach documents as appropriate)
5. Health, Safety, and Ethics statement
6. Learning Objective & Career Statement
7. Transcript (attached)
8. Sponsor's Letter of Support (attached or sent separately)

After you fill out the cover sheet, insert all the essay sections of the application in the appropriate places, and print out your transcripts, then give the application to your faculty mentor for her/his final approval and signature. If s/he is comfortable with giving the letter of recommendation to you, then you can put it with the rest of your document, place it on the department's copy machine and choose "SEND" in order to create a PDF to email to: ugresearch@uvm.edu

If your faculty member would rather you not see the recommendation, it may be sent under separate cover to the same email address

CRITERIA FOR FUNDING OF MINI GRANT PROJECTS

These criteria are not listed in any order of importance. All are used in deciding which projects will receive funding.

1. **Only complete applications—this includes signatures and ALL eight parts— submitted on time (by the 12:00 pm deadline) will be reviewed.**
2. Students must be in good academic standing. Generally students with at least a 3.0 overall GPA will be considered. Clear statements addressing lower GPAs could give you a better chance for success.
3. You must be a full-time undergraduate student at UVM.

4. Previous Office of Undergraduate Research funding may impact the evaluation decision; it does not prohibit students from applying, but previous award winners will be given a lower priority. You may not receive more than two mini grants during your tenure at UVM.
5. The application is judged on its overall strength the general merits: the clarity of the research question or creative project, the appropriateness of the methods proposed, the adequacy of the training, including but not limited to UVM laboratory safety training, and academic background of the applicant to carry out the project
6. The Project Description **MUST** be written by the student (with faculty direction) and written to an educated but lay audience. The Undergraduate Research Advisory Committee that reviews the applications will not necessarily have a member trained in your specialty, and a member of your department will **NOT** judge the merits of your application. You must be able to translate the complexities of your project into a language that any academic can understand. Any jargon should be avoided or clearly defined. Discipline specific techniques or technologies must be made plain.
7. The letter of support from the faculty sponsor of the project impacts the evaluation process. The faculty advisor acknowledges that they are ultimately responsible for minimizing the hazards of the project and for safety during the project timeline. Note that the funds being applied for are to be used for an individual student's work, but that work may be part of a larger research project or group project.
8. The funding must be used **only** to advance the particular needs of the individual student. Examples of how funds may be applied include, but are not limited to:
 - Art supplies for an installation
 - Disposable / expendable media: cell cultures, animal feed, one-use samples, etc.
 - Specific kits necessary to do analyses particular to student's work
 - Paying for data entry, transcription, translation, or other necessary services that could not be performed by the student, or could not be performed in a timely fashion
 - Fasteners, bulbs, incidental electrical equipment
 - Housing costs intrinsic to the project
 - Computer supplies (paper, ink, etc.) or obligatory programs, office supplies needed in excess and/or not commonly available through the department
 - Cell phone/ long-distance minutes (or compensation for phone used for the project)
 - Admission to galleries, museums, etc. necessary and specific to the student's project
 - Travel costs: mileage to/from project site, airfare, hotel, meals necessary to project
 - Equipment central to the student's project, e.g., digital voice recorder, GPS unit, personal protective equipment, or stand alone devices. Equipment purchased with mini grant funds becomes the property of the department of the faculty mentor.
9. The Award Committee ordinarily will consider funding travel expenses **only** if the travel is intrinsic to the student's project and the student is accompanied to the field/off-campus site by the faculty sponsor (or graduate student affiliated with the project). In situations where travel is unescorted, there must a signed addendum (direct email, separate signed letter, or addressed within faculty letter of support) from the faculty sponsor explaining the circumstances.

10. Funding applies to events and expenses incurred beginning the first day of the semester of application and ending no later than June 1, 2012 or the student's graduation date, whichever comes first. Any funds not spent during this period MUST be returned to the Office of Undergraduate Research or further use must be approved.

OBLIGATIONS OF ACCEPTING FUNDING

By signing the cover page the faculty sponsor agrees that it is her/his responsibility to:

- Ensure that the project is carried out as proposed. Significant changes must receive approval from the Office of Undergraduate Research.
- Comply with the terms and conditions of the award.
- Comply with relevant University administrative and academic policies and procedures. Of particular relevance are University policies governing hiring, accounting, health & safety, patents, copyright, ethical conduct, and conflict of interest.

By signing the cover page the student agrees to:

- Comply with relevant University administrative and academic policies and procedures for accounting, health and safety, and ethical conduct, among others.
- Comply with relevant ethical conduct of your particular discipline.

If data are produced in the course of carrying out the funded research, they are the property of both the faculty sponsor and student. Neither should publish the data without joint authorship or jointly agreed to acknowledgement. Original research notes, raw data and electronic files must stay in the laboratory with the faculty sponsor. Copies of research notes may stay with the awardee.

If waste is produced in the course of carrying out the funded research, it must be disposed of in compliance with University waste disposal procedures be it solid or hazardous waste.

FOR ADDITIONAL INFORMATION:

****PLEASE NOTE: THESE OFFICES ARE NOT PART OF THE MINI GRANT APPLICATION PROCESS**

- HEALTH & SAFETY: <http://www.uvm.edu/~riskmgmt/>
 - UVM LAB SAFETY TRAINING: <http://www.uvm.edu/~esf/training/estraining.html>
- INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC) /ANIMAL SUBJECTS RESEARCH: <http://www.uvm.edu/iacuc/>
- INSTITUTIONAL REVIEW BOARD (IRB)/ HUMAN SUBJECTS RESEARCH: <http://www.uvm.edu/irb/>
- TRAVEL:
 - International Travel: <http://www.uvm.edu/oie/?Page=info.html>
 - For additional travel information, foreign or domestic: http://www.uvm.edu/~riskmgmt/?Page=guidelines/riskreduxguidelines.html&SM=guidelines/riskreduxguidelines_submenu.html
- UVM RESEARCH POLICIES: http://www.uvm.edu/policies/?Page=cats.php&cat=Re&SM=cat_menu.php

QUESTIONS?

Contact the Office of Undergraduate Research, Ann Kroll Lerner, Ph.D.

ph. 656-5533 or email: akrolle@uvm.edu.

UNSIGNED OR OTHERWISE INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED.

Submit pages 5-7 of this document – they contain the eight sections, which constitutes the application.

OBEY THE WORD COUNT!

Fill out 1. COVER SHEET: including:

Project Title: A brief, clear, specific description of the subject of research. The title, by itself, should give a clear indication of what the project is about.

Duration of Project: These grants are typically for a 10-week period, but may extend further; all funds must be spent by June 1, 2012 unless otherwise noted.

Budget: Only totals for each major category are required here; include only the budget amount requested from the Undergraduate Research Mini Grant Award program.

List other awards received through this office.

Signatures: Both the student and the faculty sponsor must sign this cover sheet or the application will be deemed incomplete and will not be reviewed.

APPLICATION FOR UNDERGRADUATE RESEARCH MINI GRANT
Spring Semester 2012

1. COVER SHEET

PROJECT TITLE _____

DURATION OF PROJECT _____

LOCATION THE RESEARCH WILL BE CONDUCTED _____

(campus building/lab, state, location, what country, etc.)

STUDENT INFORMATION (as of today’s date):

NAME _____

SCHOOL ADDRESS _____

TEL. _____ EMAIL: _____

MAJOR _____ COLLEGE _____

OVERALL GPA: _____ MAJOR GPA: _____

CLASS STANDING: 1ST YR__ 2ND YR__ JR__ SR__ ANTICIPATED GRADUATION: ____/____
MONTH / YEAR

FACULTY SPONSOR _____

DEPARTMENT _____

EMAIL _____ TEL. _____

BUDGET:

SUPPLIES _____

OTHER _____

TOTAL _____

(requested from mini grant)

<p>I have received prior funding:</p> <ul style="list-style-type: none"> • Mini Grant Y / N • PR&CE Y / N • Summer Internship Y / N • URECA! Y / N
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SIGNATURES: _____
(STUDENT) (DATE)

(FACULTY SPONSOR) (DATE)

2. DETAILED BUDGET:

The budget page should include a list of the items within categories (i.e., supplies, personal protective equipment, services, equipment, mileage, etc.) and an explanation of any unusual items. Round to the nearest dollar. If the total project costs exceed the \$500 maximum of this award, then list any other sources of support (other grants?). [INSERT BUDGET HERE]

3. PROJECT DESCRIPTION: The student must complete this section in her/his own words. Have your advisor review it to ensure that you both agree on its contents.

NOTE: This description must be written to an educated lay audience. The review committee will not necessarily contain a member from your field.

The Project Description consists of the following sections:

- Introduction/Background (include your main research question and/or creative outcome; use supporting citations)
- Describe what you plan to do during the course of the project
- Explain how the project extends both your own present knowledge and contributes to your field of study; explain its value and to whom.
- Define the role of your faculty advisor: describe how you will collaborate, how often you will meet, what, if any, direct responsibilities your advisor will have to the positive outcome of the project.

[INSERT PROJECT DESCRIPTION HERE: 500 WORD MAXIMUM):

4. MY WORK INVOLVES (circle / underline all that apply)

- Animals, animal tissues or cells;
- Biological or Infectious materials including:
 - Virus, Bacteria, Parasite,
 - Recombinant DNA
 - Bloodborne pathogens;
- Chemicals, compressed gases, Controlled substances or Select Agents;
- Electrical, hydraulic and other high energy systems;
- Farm and Animal or Field and Vehicle hazards;
- Human subjects;
- Human derived materials/tissue cultures, cell lines, or blood
- Ionizing radiation or Lasers;
- Isotopes;
- Nanoparticles;
- Noise;
- Non-native/Invasive species;
- Shipping, receiving, and/or transporting hazardous materials, including samples in chemical solutions;
- Water, diving, and boat hazards.

If you circle any of the above, do you already have the necessary IRB, IACUC, IBC, Environmental Safety Training, or other necessary approvals?

If yes, then attach the approval that clearly indicates your name as part of the protocol or the date and type of training.

If no, then explain where you are in the process.

Note: NO funding will be given prior to the receipt of the necessary approvals.

[INSERT APPROVAL(S) / EXPLANATION or N/A]

5. HEALTH, SAFETY AND ETHICS

Consider your project from start to finish. What health or safety related issues are involved with the work you will perform? Are there ethical considerations related to the project? Will there be after effects such as wastes that will need to be disposed, hazards, etc. to which you will subject yourself or others around you? Have you taken proper precautions to minimize risks? Have you completed all appropriate UVM safety training? Are you going to travel? Have you reviewed travel policies?

--Respond in a brief paragraph

[INSERT HEALTH/SAFETY/ETHICS STATEMENT: 250 WORD MAXIMUM]

6. LEARNING OBJECTIVES AND CAREER NARRATIVE:

Describe what you will learn, skills you will develop, and/or techniques that you will use and how this will enhance your career goals.

[INSERT OBJECTIVES AND CAREER NARRATIVE: 250 WORD MAXIMUM]

7. UNOFFICIAL TRANSCRIPT: from the web based SIS. [INSERT TRANSCRIPT HERE]

8. SPONSOR'S LETTER OF SUPPORT:

A supporting letter from the faculty sponsor discussing how he/she knows the student and the student's competence to do the project will be required for proper evaluation of the project. The student's role in any faculty defined or group project must be clearly delineated. The faculty sponsor must realize that they are ultimately responsible for the health and safety of those s/he is supervising on this particular project and that proper safety controls must be established before any work begins. (Contact UVM Environmental Safety if you have any questions: esf@uvm.edu)

[INSERT LETTER HERE or indicate LETTER COMING UNDER SEPARATE COVER]