Webster UNIVERSITY

Office of Academic Affairs

Administrative Guidelines

For Distributing Provost Student/Faculty Collaborative Research Grant Funds

Guidelines Information

Effective Date: June 1, 2017
Last Updated: March 22, 2017
Status: Approved
Responsible Unit: Office of Academic Affairs
Scope: Students, Webster Worldwide

Reason for Guidelines

The Provost's Student/Faculty Collaborative Research Grant Program supports undergraduate students who are conducting research projects with the guidance of a faculty member. Research is defined broadly and includes artistic, scholarly, and other research activities fitting Webster's variety of disciplines and majors. Current undergraduate students from all schools/colleges, campuses, and majors are eligible to apply.

These guidelines are intended to provide requirements and processes for distributing funds.

Overview

The Student/Faculty Collaborative Research Grant Program, funded by Provost Julian Schuster, provides assistance to current undergraduate students conducting research under the direction of a faculty member which will result in a work product. Collaborative research is an activity which is recognized as providing high impact learning. It offers students the opportunity to gain insight and experience into their professional or research fields and to develop relevant skills.

At Webster, research is defined broadly and includes artistic, scholarly, and other research activities fitting our variety of disciplines and majors. Examples of projects/work products may include, but are not limited to: a paper, a poster presented at a professional conference, an article or other publication, laboratory research, field work, a performance, a display, an exhibition of original works or collections, or other project appropriate to the discipline.

Eligibility

Students must be enrolled in a Webster University undergraduate degree program.

Students should be registered for credit-bearing courses with research requirements (including independent studies, capstones, and other special project courses).

With their faculty sponsor's approval, students may also apply for grants in cases where project-related activities continue after the completion or the course or for summer research projects (expenses not to extend past graduation).

Students must have the support and endorsement of a Webster University faculty member (grant faculty sponsor). Note that a faculty member may only sponsor two students during a given award period.

Use of Funds for Research

Students may request funds to defray expenses incurred by research activities and/or their presentation. The following types of expenses may be included in a research proposal:

- research/performance materials and supplies Materials and supplies
- books/resources
- research participant honoraria
- survey instrument/software expenses
- access/usage of non-Webster research equipment
- conference expenses
- presentation expenses
- other necessary expenses

Funding is not provided for:

- equipment, furniture or other capital items
- tuition or fees
- remuneration of research applicants or faculty sponsors

In accordance with University policy and procedures, documentation of expenses must be provided (original receipts/expense reports or invoices) to the Office of Academic Affairs.

Application

Applications will be accepted twice per year. All applications received for each submission period will be reviewed together with the strongest applications receiving funding. Dates may vary by a few days in any given year (based on breaks, etc.); opening of the application period will be announced and be no less than 30 days.

Submission period 1: Summer/Fall Recipients
       Applications accepted: March 15-April 15
       Applications reviewed: April 15-May 15
       Notification to applicants: May 15-May 31
       Award period: June 1-December 15

Submission period 2: Spring Recipients
       Applications accepted: November 1-December 1
       Applications reviewed: December 1-December 31
       Notification to applicants: January 1-January 15
       Award period: January 15-May 15

All applicants must complete an electronic application. The application includes:

- The title and brief description of the project, including expected final product
- A budget, listing specific items for which funding is requested
- An indication if the project is original research/creative activity, a continuation of a previous project, proposed travel stemming from a prior award, etc.
- Identification of other sources of funding received or being sought
- Name and email of recommending faculty member

All expenditures must be during the award period. Expenditures must also be submitted and reconciled during the award period.

For research which involves human subjects, proof of Institutional Review Board (IRB) approval must be submitted to the Office of Academic Affairs before funds will be disbursed. (IRB approval is not required to submit an application, but grants to fund research with human subjects will be released only when IRB approval is documented). See the [IRB website](#) for more information.

Awardee agreements:
- I agree to submit a Final Report with includes a project summary and an accounting of funds spent, upon completion of the project.
- I agree to follow all IRB guidelines, if applicable.

Faculty sponsor agreements:
- Provide mentorship to awardee during proposal development, research activities, work product, and final report.
- On-going collaboration with awardee before, during, and after the award period.
- Define (and grade, where applicable) the final report, presentation, or other outcome that will be required.
- To the extent possible and appropriate, assist student with opportunities for presenting work.

Grant Requirements

Final report after completion: recipients will provide a one-page summary or progress report on their project which is due when the project is complete

All expenditures must be processed within thirty (30) days of the date of purchase/expense (recipients should allow seven (7) to ten (10) business days for processing). Requests for reimbursements and expenditures are to be processed using the University's approved reimbursement, travel authorization, acquisition procedures, and payroll processes.

Criteria/Evaluation of Applications

Applications will be reviewed at one time. Applications may exceed available funding making this a competitive process with the strongest proposals receiving awards. The Review Committee (described below) will evaluate each proposal in terms of its fit with the goals of the grant. Each application will be reviewed in light of its overall clarity, as well as the extent to which the proposed project addresses the following guidelines:

1. Relevancy of proposed activity to student's degree
2. Relevancy of proposed activity to student's overall educational experience
3. Student's opportunity to gain insight and experience into his/her professional or research fields
4. Student's opportunity to develop relevant skills
5. Appropriateness and accuracy of budget.

In addition, the review committee will seek to award funding for proposals representing a range of disciplines. Priority may be given to proposals describing original research or creative activities.. Additional consideration may be given to projects proposed by students who have not received the award previously. Students seeking funding to support travel associated with presenting the results of funded projects should pursue additional funding via the Student Grant Fund and clearly indicate this in their applications.

Amount of Funding

FY/AY 2017-2018:
 Total funding: $6,000
 Maximum award per person per award period: $500

Provost Student/Faculty Collaborative Research Grant Review Committee membership

Fulltime faculty – three (3)
Facilitator – Office of Academic Affairs – one (1)