

**CALL FOR PROPOSALS  
2024-25**

Shippensburg University of Pennsylvania | COSRACA

# Undergraduate Research Grant Program

## WHO can apply?

- Undergraduate students from ALL Shippensburg University disciplines are encouraged to apply for research grants.
- Grants are awarded on a competitive basis; one grant per student. A faculty mentor must approve the project.
- Students are expected to write their own original proposal.
- Students may apply individually or as a group. If applying as a group, each student should address their contribution to the project within the proposal narrative.

- Total Funds Available: \$55,000
- Est. Number of Awards: 40
- NEW - Total award amount is \$1500.

## WHAT is a UGR grant used for?

- Grants are available to reimburse costs associated with conducting or disseminating results of extracurricular research/creative activities occurring between Nov. 2024 and Aug. 15, 2025.
- Projects must be extracurricular in nature, no class projects.
- The chart on the next page lists eligible/ineligible expenses.
- Research involving laboratory animals or human subjects require special institutional review and approval.

- \$400 is available for professors to accompany students on field work only\*

## WHEN can students apply?

- Proposals will be accepted starting September 3rd, 2024.
- No proposals will be accepted after 11:59 P.M., Friday, Oct. 4, 2024.
- Awards are expected to be announced in early November.

### PROPOSAL DUE DATE

11:59 PM Friday  
10/04/2024

## HOW do students apply?

1. Go to <https://ship.infoready4.com/#> and log in using your Shippensburg University username and password. (Email [ipssp@ship.edu](mailto:ipssp@ship.edu) for technical assistance or program questions.)
2. Select "Student Research-Undergraduate Research Grant Program 2024-25" shown in the list of open competitions.
3. Read over the program details including the full *Call for Proposals*.
4. Select the APPLY button at the top right, under the heading "Application Tools" when you are ready to apply. If prompted to log in, do so as a Shippensburg user with your university username and password.
5. Complete all of the required elements, uploading required documents as requested. (See upload section below.)

\*Faculty seeking support for conference registration costs to accompany a UGR grant recipient(s) should request their own funding support through CFEST, [https://www.ship.edu/about/offices/cetl/travel\\_grant\\_program/](https://www.ship.edu/about/offices/cetl/travel_grant_program/).

## UPLOADS

Documents you will need to complete and upload as part of your application in the *InfoReady Review* system

- **Proposal Narrative** - not to exceed 3 pages, 12pt., 1-inch margins, single- or double-spaced.
  - ✓ Narrative should directly address the scoring criteria shown on the following page. If you are requesting funding to present at a conference, be sure to describe your project goals, objectives and research methods in the narrative.
  - ✓ Appendices will be accepted but are not required. If submitting appendices, upload them as part of your proposal narrative. (Appendices will not count towards your 3-page limit.)
  - ✓ Proposals should *NOT* be written by the faculty. Proposals should be written by the student in layman's terms so the general reader will understand what the project involves and why it warrants funding.
- **Detailed Budget** - Download and complete the budget template provided. Your budget should reflect the dollar amounts submitted on your infoReady4.com application form and your proposal narrative.
  - ✓ Provide reasonable cost estimates for supplies and/or travel expenses.
  - ✓ Only budget for eligible expenses (see eligible/ineligible expenses).
  - ✓ Itemize student and faculty expenses separately.
- **Faculty Advisor Letter of Support** – Should show the faculty mentor's support and approval for the student submitted proposal and budget.
- **IRB or IACUC Clearance Letter** - if applicable to your project.

## ELIGIBLE EXPENSES

- Supplies
- Lab analysis fees
- Student Conference Registration (Applicants must intend to present at the conference; name and date of the conference must be included in the proposal narrative.)
- Student travel reimbursements for field work, those **presenting** at a conference, or site visits as follows:
  - ✓ Automobile mileage at a rate of \$0.67/mile
  - ✓ Airfare, train, car rental
  - ✓ Hotel accommodations
  - ✓ Food allowance maximum of \$40/day (NOTE: itemized receipts required for reimbursement)
- Faculty reimbursement up to \$400 for costs related to field-work travel in conjunction with student research project.
- Poster printing costs up to \$28

## INELIGIBLE EXPENSES

- No stipends or wages
- No course-related purchases
- No equipment (electronic or laboratory devices; software purchases are typically not reimbursed)
- No student conference for those **not presenting** at conference travel expenses
- No conference registration to only attend a conference; grantee must be a presenter.
- No faculty conference-related expenses (see footnote on page 1)
- No gratuities
- No alcohol
- No books (unless titles are unavailable through library system)
- No membership fees (unless associated with conference registration that results in cost savings over non-member registration fees)

## SCORING CRITERIA

Proposals will be read by the *Council on Student Research and Creative Activities* (COSRACA) and scored based upon how well they address each of the five criteria listed below. Applicants are strongly encouraged to review the scoring rubric found at the Undergraduate Research Grant website ([http://www.ship.edu/Student\\_Research/Funding\\_Alert/](http://www.ship.edu/Student_Research/Funding_Alert/)). Your 3-page narrative should respond to each of the criteria separately and specifically.

- *Relevance and significance of research topic. (What question do you hope to answer?)*
- *Description of research project including adequacy of design, feasibility, and likelihood for success.*
- *Potential for learning from research project in terms of academic and possibly career and personal development.*
- *Identification and explanation of the roles, activities and involvement of student and faculty mentor.*
- *Appropriateness and justification of budget.*

## WHERE can I learn more?

- More info is at the Student Research website: <https://www.ship.edu/academics/student-research/>
- Staff from the Institute for Public Service and Sponsored Programs (IPSSP) can answer questions and provide technical support.
- Email [ipssp@ship.edu](mailto:ipssp@ship.edu) with questions.

**Email  
questions to:**

[ipssp@ship.edu](mailto:ipssp@ship.edu)

## Required Institutional Approvals

- RESEARCH WITH ANIMALS | If your research activity involves the use of animals, specific rules and procedures must be followed and assurances must be indicated in the application. This requires an additional clearance through the [Institutional Animal Care and Use Committee](#) (IACUC).
- RESEARCH WITH HUMAN SUBJECTS | All research involving human subjects and participants must be approved by the [Committee on Research with Human Subjects](#), which serves as Shippensburg University's institutional review board (IRB) established to comply with federal regulations pertaining to human subject protections.
- Your faculty mentor should be contacted to assist you in working with IACUC and IRB for institutional approvals.

## Minds@Work Research Conference

- Grant recipients are required to present their results at the [Minds@Work Conference](#) scheduled for April 22, 2025.
- If a summer 2025 project is funded, returning students will be expected to present their results at the following spring's conference (2026).
- Funded students must also submit a final report to the IPSSP office.

## Library Research Award

- The Ezra Lehman Library will present the *Library Research Award* to the undergraduate student researcher who writes the best literature review as a part of her or his undergraduate research with a faculty mentor.
- The Library will present a \$1,000 first prize award and a \$500 honorable mention award.
- Students interested in the Library Research Award must complete a separate application. (More information at <http://library.ship.edu/friendly.php?s=ira>)

## Program Sponsors and Purpose

*The Undergraduate Research Grant Program is funded with support from the Shippensburg University Foundation. The program is designed to provide financial support to undergraduate students for research or scholarly activities related to their programs of study.*

*For over 30 years, the UGR Grant Program has enabled students to better understand the scientific process; experience self-guided discovery; develop their analytical, communication, and project management skills; and become better consumers of research.*

*This University-wide program has supported laboratory research, field activities, art projects, written works, and computer applications.*



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IS AN INSTITUTIONAL MEMBER OF THE  
COUNCIL ON UNDERGRADUATE RESEARCH  
*Learning Through Research*