

## Undergraduate

tion online through Submittable. This grant is intended to be a  
between students and faculty members from idea generation through  
Please note instructions denoting student and faculty member's  
application. Faculty from diverse disciplines will be reviewing these grant  
Make sure that the application is written for review by individuals outside

ational Review Board (IRB) is not required at the time of application, but all  
action with human subjects must be approved by the IRB prior to  
ing initiated. Likewise, projects involving non-human vertebrate animals  
l Animal Care and Use Committee (IACUC) approval before research can  
n of IRB or IACUC approval must be provided to the Office of  
ch and Inquiry (OURI) when granted in order for URI funds to be released.  
ty and student participants are as follows:

faculty and instructional staff are eligible to serve as URI mentors. Mentors  
present to work with their student for the year long grants. If the mentor  
n the student, they should clearly explain dates that they will be away and  
to mentor their student remotely.

olled full-time at The University of Tampa who are rising sophomores,  
dents are expected to be in good academic standing and to have  
nt course work (determined by the supervising faculty member) or have  
order to complete the work proposed in the URI application. As part of  
s will be asked to take assessments that will enable OURI to monitor the  
ss and will also be asked to participate in educational activities, including  
must take an independent study or honors thesis course during the fall or  
ents must commit to completing the project described in the grant  
ing to present their work to an appropriate discipline specific conference  
t their scholarship to an appropriate peer-reviewed outlet upon  
ject.

- **April (dates vary):** Students will participate in the research celebration event hosted by their college.
- **May 1:** Report #2 Due (Final Report/Accomplishments)

### **III. Goals and Outcomes**

- The URI grant program is a paid year-long internship program that provides undergraduates with training and mentoring in the conduct of research, presentation skills, and prepares them for applying to graduate or professional school.
- Students who receive the URI grant will work under faculty mentorship throughout the 2024-2025 academic



The application form on Submittable will require the following information. Each section of the application is carefully evaluated by the URI faculty committee and is therefore important to the overall success of the application.

a. *Project Overview (written collaboratively):* (250 words) In a few sentences, please explain this project to someone outside your discipline. Please explain the idea generation and development of this research proposal. Be specific about the roles of the student and faculty member in the project.

b. *Project Description (written by student with faculty mentor guidance):* Describe the project in no more than 1,000 words. As with the summary and remainder of your application, this should be written in language that is completely understandable to all disciplines. Jargon and abbreviations should be limited. Include background, theories, significance, and aims of your project. Explicitly state the question or problem being investigated. References should be included and uploaded as an appendix. If this project is a continuation of a previously funded proposal, please differentiate this proposed work and explain the incremental difference or impact of this current proposal.

c. *Proposed Activities and Benefits to Student (written collaboratively):* Describe the student's proposed activities in no more than 1,000 words. What, specifically, will the student(s) do during the funding period? How will these activities contribute to the student's development as a scholar? Please explain the roles of the student and faculty mentor and what work each will do to complete the project with sufficient details to fully describe the activity plan. Please include

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including any prior research experiences. Discuss your experiences with the student in the collaborative process of this grant proposal. Elaborate on the student's strengths and weaknesses in the context of this project.

- h. *Student's Letter of Intent*: Please answer the following three questions in paragraph form (500-word limit): 1. How did your interest in this research project develop? 2. What skills do you possess that will help you complete this project? What skills will this project help you develop? 3. How does the completion of this research project fit within your future plans? The letter should be uploaded as a pdf file.

**Equipment** - Equipment essential to the conduct of the research may be requested.

**Instrumentation** - Assessment tools and instruments including commercial tests, surveys, profiles, and all other instruments proposed for the project, should be itemized including how many instruments will be purchased from the vendor.

**Supplies, Postage, Xeroxing** - Routine supplies, postage, Xeroxing, and other non-personnel office support may be proposed and must be itemized and detailed so that it is clear exactly what will be purchased.

**Travel** - Travel to present papers at established and reputable local, regional, state, national, and international conferences of consequence must be itemized to include cost of registration, transportation, housing, food, and other expenses associated with project or paper presentation. Travel costs for the student and/or faculty member may be proposed. You must provide three different quotes (screen captures are acceptable) for each travel expense item requested, e.g., airfare, car rental, and lodging. Each of the quotes must be from a different vendor (e.g. three different airlines, not three flights from the same airline). A copy of these quotes must be uploaded with your application. If you are not selecting the least expensive quote, you must provide an explanation (e.g., this hotel is more expensive, but it reduces travel time and costs). If it is impossible to provide different quotes, you must provide an explanation (e.g., this airport is only serviced by two airlines). Please note that only University of Tampa employees receive per diem. Reimbursements for students should be supported by original, itemized receipts to receive reimbursement for food. Reimbursements will be limited to a maximum daily amount of \$60 per day for domestic travel and \$71 per day for international travel for meals and incidentals. Mileage is reimbursed at the all-inclusive mileage allowance of \$0.56 per mile to cover expenses (such as fuel, depreciation, maintenance and insurance) associated with the use of a personal vehicle in connection with approved University travel.

**Other Resources** - Other resources needed to develop, implement, and finalize the project may be proposed. All proposed expenses must be itemized and detailed so that it is clear what will be purchased.

**Budget Quotes:** A single budget quote (a screenshot is acceptable) must be uploaded for all items over \$250 (whether a single item or an order of multiple small items) that totals \$250 or more. This includes gift cards. You must provide a single quote for all services, such as lab services or transcription. Budget items for which quotes are required but not supplied will be denied automatically.

**Award Limits:** The maximum budget per student/faculty applicant pair working on a unique project over the course of an academic year is \$4,000, which includes \$1000 for student support. In the case that multiple students (up to three) are working together with a faculty member on one project, the proposal should be structured as follows: Each student will receive up to \$1000 and may request up to \$2000 for travel, supplies or other project needs as outlined in the allowable budget items section above. The faculty member may request one \$1000 stipend for the project. Fringe benefits of 8.33% must be accounted for in the remainder of the project budget, which cannot exceed the maximum amount of \$4,000 for a student/faculty pair. If multiple faculty are participating in the project the \$1000 stipend will be split

amongst those faculty. If they wish, faculty may choose to forego a stipend and split the \$1000 between each of the student budgets working on the project in the case of a multiple-student application. Likewise, faculty who are included in a student/faculty pair application are not required to request a stipend and can instead apply this towards other budget items to reach the \$4000 student/faculty application pair limit. Budget outlines are provided below:

1 faculty, 1 student

\$1000 faculty stipend

\$83.30 faculty fringe

\$1000 student support

\$1916.70 other items, such as travel or supplies

\$4000 total request

1 faculty, 2 students

\$1000 faculty stipend

\$83.30 faculty fringe

\$2000 student support

\$3916.70 other items, such as travel or supplies

\$7000 total request

1 faculty, 3 students

\$1000 faculty stipend

\$83.30 faculty fringe

\$3000 student support

\$5916.70 other items, such as travel or supplies

\$10,000 total request

2 faculty, 3 students

\$1000 faculty stipend (\$500 each faculty)

\$83.30 faculty fringe (\$41.65 each faculty)

\$3000 student support

\$5916.70 other items, such as travel or supplies

\$10,000 total request

**Please contact the OURI Director, Dr. David Reamer (OURI@ut.edu) if you have specific questions on how to structure your proposal and budget.**

## **VII. Reporting Requirements**

In addition to the written application process, awardees will be required to report their progress during the granting period. It is

This document should also outline the next steps for the project as well as an updated timeline. If challenges to the progress of the work have developed, they should be identified and explored in this reporting document.

- 2) **Final report /Accomplishments (May 1<sup>st</sup>):** This final internal document should identify the major results and accomplishments of the inquiry-based scholarship performed by the student across the year. Accomplishments of the project should be provided in both qualitative and quantitative form. For work in the sciences, this would be in the form of a results section, relevant figures or tables, and a brief analysis of the impact of the work on the field. For work in the arts or humanities, a description or visual representation of the work should be provided, with an analysis of the importance of the work to the discipline and identifying any opportunities to display or present the work to a broader audience. This final report should also include a description of any scholarly outcomes (presentations, publications, recitals, exhibitions, etc.). If the student presented at a conference, please also include a paragraph of reflection on that experience.

Each of these reports will be completed through Submittable. Students and faculty participants will be sent a link to the Submittable website for reporting.