## 2016
**PRESIDENT’S UNDERGRADUATE STUDENT RESEARCH PROGRAM**

**Traditional Research Track**

**Proposal Information and Preparation Instructions**

### KILLGORE RESEARCH COMMITTEE MEMBERS

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<th>Graduate School and Research</th>
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Goals of Student Research:

1. To educate the student in the philosophies, techniques, and tools of research.
2. To discover new knowledge leading to publication, performance, or exhibition appropriate to the applicant’s discipline.

Eligibility:

Any active West Texas A&M University (WTAMU) undergraduate student who is in good standing at the time of the project and is being advised in his/her research by a faculty member is eligible to apply. The research conducted for this grant must not be in association with a Killgore Faculty Research grant. Faculty who seek student participation on Killgore grants should include students directly on those grant applications. Termination of the student’s relationship with WTAMU will result in termination of the grant.

General:

No course credit is provided by this program. Proposals must be submitted on current forms. Forms from previous years will not be accepted. Proposals for grants will be considered on an individual basis by members of the Killgore Research Committee. All proposals must be able to be completed without collaborative input or materials from another project submitted for funding. Final approval of proposals is contingent on the availability of funds and is subject to approval of the Vice President of Research and Compliance. The maximum amount allowable for a proposal is $3,500. These funds may be used for student wages ($2,500 maximum) as well as the purchase of supplies, services, etc. to conduct research. Travel expenses may be considered only if travel is integral to the collection of data. Completed proposals must be delivered to Steve McLean, both in electronic Word copy via smclean@wtamu.edu and hard copy with all signatures to Sponsored Research Services, Killgore Research Center Room 176, by 5:00 p.m. on Friday, November 13, 2015.

Proposal Requirements:

To be considered for funding, the following items must be included in the proposal and turned in before the deadline:

1. Proposal Cover Page

This document provides the Committee a brief overview of the proposal, pertinent information about the applicant, and necessary signatures. The applicant must provide the requested information, acquire all signatures, write a layperson's summary, connect your proposal to the WTAMU mission statement, and acquire a letter of support from their faculty advisor.
2. Proposal Narrative

- Type must be double-spaced.
- No smaller than 10 point font and within margins provided on the form.
- On three-page form provided. Extra pages will be redacted.
- Include a timeline of your project activities within the narrative.
- Include a pertinent, one-page bibliography.
- The proposed research narrative should be a clear statement of the work to be undertaken. A good proposal will address the evaluation criteria listed on page 5.
- Use the following bullet points as a guide in writing the research narrative.
  - What are your objectives for this research project? Is this a new research direction for you? If not, include a discussion of previous work you have done related to this project.
  - What method(s) will you use to conduct your research? Include an explanation of why this is the most appropriate method; consider the budgetary and time constraints of this grant in your explanation.
  - What is the potential significance of this study to your research and/or to your discipline?
  - Does the project require review by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) or the Institutional Biosafety Committee (IBC)?
  - What are your plans for dissemination, publication, or presentation of your findings?

3. Budget Justification

A brief, written justification of each budget item is required.

4. Budget

Each proposal must contain a budget prepared to represent the costs of the proposed research. Awards are made in the amount of $3,500 or less. All applicants are required to meet with Steve McLean, Internal Grants Administrator with Sponsored Research Services, by Wednesday, November 11, 2015, to complete the budget. Please contact Mr. McLean at 651-2983 to schedule an appointment. Grant awards are made by the Committee on the proposal and its budget as submitted. Requests for budgetary changes after the grant award must be reviewed by the Vice President of Research and Compliance and/or the Killgore Research Committee. It is not guaranteed that requested budget changes will be approved. For students graduating in May 2016: Budget items (other than wages) must be purchased by April 17, 2016. Wages must be allocated by April 25, 2016. For all other students: Budget items (other than wages) must be purchased by August 15, 2016. Wages must be allocated by August 21, 2016. Unspent funds cannot be carried forward into the next fiscal year. Applicants must use the budget form provided. Round all subtotals to the nearest dollar. Bring this form to the budget meeting with the Internal Grants Administrator.
a. Student Wages

Please approximate the required number of hours necessary to complete the project when student wages are requested. (The Kilgore Research Committee reserves the right to adjust wage requests.) The wages must be justified and must not exceed $2,500. Also, the hourly wage rate must be from $7.25 - $10 per hour, and no more than 19 hours a week can be billed. Overtime is not allowed on this grant. If wages are approved, the student must complete the appropriate paperwork at Student Employment Services to be paid from the grant. The student's time will be entered into TimeTraq and the pay schedule is biweekly. There are no exceptions to the method of payment for wages. A fringe rate of 2.4% of wages is also charged to the grant. The budget spreadsheet calculates this automatically. **NOTE:** Students already on payroll are not eligible for wages through this grant program.

Foreign students with valid F-1 status are eligible for on-campus employment. No special authorization from the Department of Homeland Security is needed to obtain this type of employment. However, a **social security card** is required. On-campus employment is limited to 19 hours per week during the fall and spring semesters. Employment in excess of 19 hours per week during the fall or spring semester is unlawful. During vacation periods and holidays, students may work 21-40 hours per week. For more information on student employment, visit [U.S. Immigration and Customs Enforcement](https://www.ice.gov).

b. Travel

Travel for research, including travel to libraries and research archives, will be considered for funding when integral to the research and appropriately justified. This is not intended to be a travel grant; any requested travel must be for the purpose of gathering data needed for the project. Funding for international travel is contingent not only on Committee and Dr. Angela Spaulding’s approval, but on additional approvals by the President and Board of Regents as per **System Policy 6-13**.

c. Supplies and Services

This category will include items/services that will be consumed during the course of the project. They will typically have no residual value after use.

d. Equipment

This category will include items that retain value after the completion of the project. Such items must be returned to April Swindell when the final report is submitted (see page 7). Computer hardware and software will not be funded by this grant program, with the possible exception of specialized software necessary for the project.

5. Transcript

The student must provide their WTAMU transcript. An unofficial copy printed from Buff Advisor is sufficient. The Committee may request additional transcripts from past coursework at a different higher education institution.
6. Appendices

Additional ancillary information that is pertinent to the proposal such as survey instruments, etc. may be attached in an appendix. Information included in an appendix should only supplement and/or clarify information already contained in the proposal narrative. Be aware that the Committee is not required to read the appendices.

Additional Requirements for Applicants:

Advising from Committee Member and Faculty Advisor

The applicant is required to schedule an appointment with a Killgore Research Committee member from his/her college to discuss the proposal prior to submission (a list of Committee members is on page 1). Committee members are to act as mentors to the applicants as they prepare their proposals. The Committee member that meets with the student is required to sign the proposal. The Faculty Advisor is required to provide a supporting narrative on the appropriate form provided and to sign page one of the student’s research proposal. The Faculty Advisor’s form is included as a part of the “Proposal Cover Page” document. Faculty members may advise more than one student. If the Faculty Advisor is also a Killgore Research Committee member, the student should acquire the signature of the other Killgore Research Committee member from their college.

Proposal Presentation

Applicants will be required to make a short presentation to the Killgore Research Committee summarizing the project. The summary should clearly and concisely state the project’s objectives, the method of study, and the significance of the research. The Committee will have read the proposal so a detailed description of the project is not necessary. Electronic media will not be available for the presentation; however, additional information may be conveyed in a one-page handout for the Committee. Handouts are limited to one 8 1/2” x 11” sheet of paper (15 copies). Applicants will have 5 minutes to present their research project, and there will be an additional 5 minutes for questions from the Committee. Applicants will schedule their presentation time when meeting with the Internal Grants Administrator.

Criteria for Proposal Evaluation:

To ensure your proposal receives the maximum number of points, use the following evaluation criteria to determine if your proposal satisfactorily addresses the questions used to judge your project.

1. Are the project objectives adequately addressed by the proposed activities and aligned with WTAMU’s mission? (10 points)
2. Are the proposed objectives clearly stated, specific, and attainable? (10 points)
3. Is the methodology appropriate, clearly defined, and realistic for the time frame of the proposal? (10 points)
4. Is the budget request reasonable and justified? (10 points)
5. Is the project potentially significant? (10 points)
6. Do the student’s proposal and/or presentation before the Committee indicate they are well-prepared to pursue this project? (10 points)
Additional Requirements and Information for Recipients:

Publications, Presentations, and Posters

West Texas A&M University must be credited as the source of funding on any publication, presentation, poster, etc. related to a project funded by this grant. **All recipients are required to present the results of their work in a poster.** Posters (in PDF format) must be turned in to Steve McLean along with the final report. Two copies of the reprints of published articles, the program of exhibitions of original works of art, concerts of original musical compositions, or original musical compositions arising from the grant award should be filed with the Sponsored Research Services office as soon as available. Requisitions are required for all purchases. April Swindell (651-2270) is responsible for all requisitions, and funds cannot be carried forward to the next fiscal year.

Pre- and Post-Research Presentations

In addition to the presentation of the project to the Killgore Research Committee, recipients are **required** to attend two luncheon meetings to discuss their projects: a pre-research luncheon in early spring and a research status report luncheon in August.

Compliance Committees

Research projects requiring compliance committee approval need not be submitted to the respective committee prior to proposal submission; however, approval must be received prior to the start of the project. Any questions about whether a particular proposal must be approved by any of these committees should be referred to April Swindell, KRC 106, by phone at 651-2270 or by email at aswindell@wtamu.edu.

Proposals that deal with humans must go before the Institutional Review Board (IRB) for Human Subjects. Use the following statement to determine if your proposal must go before the IRB:

*Human beings may be studied in many ways and under a variety of circumstances and conditions. All research involving human subjects shall be subject to review by the Institutional Review Board (IRB). This includes interviews, tests, observations, and inquiries designed to elicit or obtain non-public information about individuals and groups; a trial or special observation which aims to test a hypothesis to discover some unknown principle or effect; systematic studies in which any substance or stimulus is administered to a subject by any route or method; and studies which involve changes in physical or psychological state or environment, changes in diet, and to the pertinent methods for studying alterations in body functions and behavior under such conditions.*

Proposals involving vertebrate animals must have approval from the Institutional Animal Care and Use Committee (IACUC).

A Biohazardous Use Authorization (BUA) is required for laboratory research involving biohazardous materials and for clinical research involving human gene transfer. Obtaining a BUA will help ensure that your research is conducted in compliance with biohazardous materials regulations (e.g., NIH, CDC, OSHA, etc.). Authorization must come from the Institutional Biosafety Committee (IBC).
Responsible Conduct for Research Training

All grant recipients, and all personnel working on the grant, must complete Responsible Conduct for Research training online. WTAMU uses the Collaborative Institutional Training Initiative (CITI) training materials, which are available at https://www.citiprogram.org. Recipients will need to choose the course best suited to their field of research. April Swindell (651-2270) can provide direction concerning the selection of courses suited to your particular area of research. Training must be completed before funds can be released. The completed certificate should be brought to April Swindell, KRC 106. (NOTE: Training is not required of all applicants, but all grant recipients.)

Final Report and Equipment Return

Upon completion of the project, a Final Report outlining the results of the study must be submitted in electronic Word format (using the “Final Report Form”) to Steve McLean, smclean@wtamu.edu. Equipment must be returned to April Swindell, KRC 106. For students graduating in May 2016, both are due no later than April 29, 2016. For all other students, both are due no later than August 31, 2016. Posters (PDF version) should be sent to smclean@wtamu.edu.

Recruitment Activities

If still on campus, grant recipients will be expected to help recruit others into the research program during the following year. Guidance for this activity will be provided.

Consequences if Grant Requirements are not met

It is imperative that recipients complete all requirements of the grant, including attendance at the two presentation luncheons. If requirements are not met, the grant may be terminated, funding and reimbursements cancelled, and your name and project removed from promotional publications. If you have received partial funding at the time of termination, you may be required to provide reimbursement of received funds, materials, or resources. All awardees are provided a research contract to sign. By signing you are agreeing to meet all deliverables associated with the grant and grant program. If you are unable to meet the deliverables, you should decline the award.
2016
PRESIDENT’S UNDERGRADUATE STUDENT RESEARCH PROGRAM
Assembly Instructions & Timeline

Assembly Instructions

Please assemble your proposal in the following order:
1. Proposal Cover Pages
2. Research Narrative (3 pages maximum)
3. Bibliography (1 page)
4. Budget Justification (1 page)
5. Budget Form (Excel Sheet)
6. WTAMU Transcript
7. Appendices (if needed)

Submit this information, both an electronic Word copy and an unstapled hard copy, to Steve McLean, smclean@wtamu.edu, Internal Grants Administrator, Sponsored Research Services, Killgore Research Center 176, before the deadline.

Timeline

November 11 – Deadline for meeting with Internal Grants Administrator for budget approval
November 13 – Deadline for proposal submissions (5:00 p.m. @ KRC 176)
Mid-November – Project presentations before Committee (date and specific time will be assigned)
Mid-November – Committee deliberations
Late November – Notification of awards
November – *Before the project can start the Responsible Conduct for Research training requirement must be completed and Compliance Committee approvals received (if needed).
Early Spring 2016 – Pre-research luncheon (date to be determined)
April 29, 2016 – Deadline for Final Report, poster and equipment return (for May 2016 graduates only)
Mid-August 2016 – Research Status Report Luncheon
August 31, 2016 – Deadline for submitting the Final Report, poster and equipment return for students NOT graduating in May 2016
Sample

Provide a justification (in a sentence or two) for each item requested in the budget. Please follow the same order found on the budget spreadsheet.

1. Personnel
   It will take approximately 150 hours to conduct the assembly of the widgets and the experiments described in the research narrative. I am requesting $9 per hour.

2. Travel
   One round-trip to Gooberville, TX will be necessary to acquire the special assembly table, since this is less expensive than projected shipping costs.

3. Supplies and Services
   As described in the research narrative, 15 widgets and 30 thingamabobs are needed for the experiments to be conducted. The prices listed are the best available at the time of the writing of this proposal, and there is no additional cost for shipping. Supplies will come from Lackluster, Inc. of Walla Walla, WA.

4. Equipment
   The special assembly table has already been constructed by Clarence Goober, and it is necessary for the experiments in this proposal. It will remain with the Department of Engineering and Computer Science after the conclusion of this study.