2018
PRESIDENT’S UNDERGRADUATE STUDENT RESEARCH PROGRAM
Non-Academic Research Track
Proposal Information and Preparation Instructions

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The Non-Academic Research Track allows undergraduates to pursue a research question within non-academic departments. Such departments would include (among others): student services, environmental health and safety, the business office, human resources, the Cornette Library, the Panhandle-Plains Historical Museum, admissions, the bookstore, athletics, residential living, Office of Diversity and Inclusion, etc. A full-time staff member may serve as advisor for a project. This is not a work-study arrangement, but rather a research project designed and conducted by a student researcher with the oversight of a staff member from the department.

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 or staff 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 format via smclean@wtamu.edu and as a hard copy with all signatures to Sponsored Research Services, Killgore Research Center Room 176, by 5:00 p.m. on Friday, November 17.

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/staff advisor.

2. 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.**
- 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 pages 5 & 6.
- 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?
  - Does the project require review by the Institutional Review Board?
  - What are your plans for dissemination, publication, or presentation of your findings?

3. Bibliography

Include a pertinent, one-page bibliography.

4. Budget Justification

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

5. 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, no later than Wednesday, November 15, 2017, 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 sent to Steve McLean for consideration using the budget change request form. The budget change request form is on the website. If deemed allowable, the request will go to the Vice President of Research and Compliance and/or the Killgore Research Committee for approval. It is certainly not guaranteed that requested budget changes will be approved. **For students graduating in May 2018: Budget items (other than wages) must be purchased by April 15, 2018. Wages must be allocated by April 23, 2018. For all other students: Budget items (other than wages) must be purchased by July 31, 2018. Wages must be allocated by August 21, 2018. Unspent funds cannot be encumbered or 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. Students planning to use the WTAMU Core Lab must arrange a meeting with your advisor and the Lab Director, Dr. Yunxia Tao, to discuss the research and get a written estimate of the costs from Dr. Tao. The signed estimate is required to create the project budget.
a. Student Wages

Please approximate the required number of hours necessary to complete the project when student wages are requested. (The Killgore Research Committee reserves the right to adjust wage requests.) The wages must be justified and cannot exceed $2,500. Also, the hourly wage rate must be from $7.25 - $12.50 per hour, and no more than 20 hours a week can be billed. Overtime is an unallowable cost on this grant. A fringe rate of 3.1% 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.** $6 per employee must be added to the budget to cover background checks.

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](https://www.ssa.gov) is required. On-campus employment is limited to 20 hours per week during the fall and spring semesters. Employment in excess of 20 hours per week is an unallowable expense on this grant as well as being unlawful during the fall or spring semesters for F-1 status students. For more information on international 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 the Vice President of Research and Compliance’s approval, but on additional approvals by the President and Board of Regents as per [System Policy 6-13](https://www.wtamu.edu). International travel funding requests are discouraged.

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. Many Amazon vendors will not honor WTAMU’s tax exempt status, so we strongly discourage using Amazon quotes for budgeting purposes because we may not be able to make the purchase from that vendor. **NOTE:** Gift cards may not be used as a form of payment for participants.

d. Equipment

This category will include items that retain value after the completion of the project. Many items such as laptops, recording equipment, etc. are available for use through the library. Generally, computer hardware and software are not funded by this grant program, with few exceptions. All equipment must be returned to Richard Smith at the end of the project.

e. Other Considerations

Since posters are required, they must be included on the budget. Publication costs are not allowable. Be sure to include shipping costs in your budget if applicable.
6. Transcript

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

7. Appendices

Additional ancillary information that is pertinent to the proposal may be attached in an appendix. Information included in an appendix should only supplement and/or clarify information already contained in the proposal narrative. The Committee is not required to read the appendices.

Additional Requirements for Applicants:

Advising from Committee Member and Advisor

The applicant is required to schedule an appointment with a Killgore Research Committee member 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/Staff 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 Advisor’s form is included as a part of the “Proposal Cover Page” document. Faculty/Staff members may advise more than one student. If the Advisor is also a Killgore Research Committee member, the student should acquire the signature of another Killgore Research Committee member.

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. 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 presentation before the Committee indicate they are well-prepared to pursue this project? (10 points)

Additional Requirements and Information for Recipients:

“Responsible Conduct for Research” and Other Training

All grant recipients and all personnel working on the grant are required to complete Responsible Conduct for Research training online and attend the Research Skills Development Workshop in January. WTAMU uses the Collaborative Institutional Training Initiative (CITI) training materials, which are available at https://www.citiprogram.org. Grant recipients must contact Richard Smith (651-2740); he will review each project and decide what training is required. **Before grant funds can be released or projects can be started, all required training must be completed!** The completed certificate should be brought to Richard Smith, KRC 184A. Recipients’ attendance at the Researcher Skills Development Workshop is required to gain a better understanding of the details, requirements and timing associated with administering the research project.

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 needs compliance committee approval should be referred to Richard Smith, KRC 184A, by phone at 651-2740 or by email at rcsmith@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 is required to 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).

Grant Purchases

Requisitions are required for all purchases, and Richard Smith (651-2740) is responsible for all requisitions; do not order supplies for yourself or purchase and then ask for reimbursement. Again, budget changes must go first to Steve McLean for consideration (see the Budget section in the
guidelines). Funds must be expended according to the published schedule and cannot be encumbered or carried forward to the next fiscal year.

Publications, Presentations, and Posters

West Texas A&M University and the President’s Undergraduate Student Research Program 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 (PowerPoint version) must be turned in to Steve McLean by August 31, 2018. A poster presentation is required at the Student Research Poster Session held in early fall. Two copies of the reprints of published articles arising from the grant award should be filed with the Sponsored Research Services office as soon as available.

Final Report, Equipment Return, and Poster

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 is to be returned to Richard Smith, KRC 184A. For students graduating in May 2018, both are due no later than April 27, 2018. For all other students, both are due no later than August 31, 2018. Posters (PowerPoint version) should be sent along with the Final Report.

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 the Researcher Skills Development Workshop. 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 or unwilling to meet the deliverables, you should decline the award. Future participation in internal funding opportunities is dependent upon completion of all requirements.
Assembly Instructions / Checklist

Please assemble your proposal in the following order:

1. Proposal Cover Pages
2. 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 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. Proposal cover pages, narrative, bibliography and budget justification should be in Word format.

Timeline

November 15 – Deadline for meeting with Internal Grants Administrator for budget approval
November 17 – Deadline for proposal submissions (5:00 p.m.)
Late November – Project presentations before Committee (date and specific time will be assigned)
Early December – Committee deliberations
Early December – Notification of awards
December/January – *Before the project can start, all training requirements must be completed and Compliance Committee approvals received (if needed).
January 2018 – Researcher Skills Development Workshop (date to be determined)
April 15, 2018 – Last day for May graduates to order supplies
April 23, 2018 – Last day for May graduates to allocate wages
April 27, 2018 – Deadline for Final Report, poster, and equipment return for May graduates
July 31, 2018 – Last day to order supplies
August 21, 2018 – Last day to allocate wages
August 31, 2018 – Deadline for submitting the Final Report, poster, and equipment return
2018
PRESIDENT’S UNDERGRADUATE STUDENT RESEARCH PROGRAM
Budget Justification

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. Additionally, a request of $100 is made for printing the required poster.

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.
## Personnel

<table>
<thead>
<tr>
<th>Note: Students already on payroll are not eligible for wages through this grant program.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel</strong></td>
</tr>
<tr>
<td><strong>$6 per employee - background check</strong></td>
</tr>
<tr>
<td><strong>Amount per hour ($10 maximum)</strong></td>
</tr>
<tr>
<td><strong>Total hours for project</strong></td>
</tr>
<tr>
<td><strong>Total wages (Maximum $2,500)</strong></td>
</tr>
<tr>
<td><strong>Fringe costs</strong></td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

## Travel

| Mileage reimbursement | **$56** |
| Airfare/car rental | **$0** |
| Hotel/meals | **$0** |
| Other | **$0** |
| **Total Travel** |  |
|  |  | **$56** |

## Supplies and Services (Itemize and add entries as needed)

<table>
<thead>
<tr>
<th>Item/Service</th>
<th>Price each</th>
<th>Number needed</th>
<th>Subtotal</th>
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<tr>
<td>widgets</td>
<td><strong>$25</strong></td>
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<tr>
<td>thingamabobs</td>
<td><strong>$15</strong></td>
<td><strong>30</strong></td>
<td><strong>$450</strong></td>
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<td><strong>Total Supplies and Services</strong></td>
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## Equipment (Itemize and add entries as needed)

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<td>special assembly table for widgets</td>
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<td><strong>$1,000</strong></td>
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<td></td>
<td></td>
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<td><strong>Total Equipment</strong></td>
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## Total (Maximum $3,500)

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