Graduate Student Research Grant

Hal Marcus
College of Science and Engineering
Purpose: To support the research required of graduate students for degree completion.

Eligibility
- Applicants must be graduate degree candidates in good standing with the University of West Florida and home department

Application Deadlines: October 22, 2018 and January 14, 2019

Notation: Due to resource limitations, the awarding of these grants is competitive. The College intends to achieve the broadest possible impact with the funds available. Therefore, some applications recommended for funding may receive only partial support. Graduate students should explore other funding sources. Total funding resources for the academic year will be divided between two application periods – Fall 2018 and Spring 2019. Applications not selected for Fall 2018 funding may be resubmitted in the next application period.

Award Information
- Award Total
  - Up to $1,500 (individual award maximums)

Scope of Work: The Dean and the Department Chairs of the Hal Marcus College of Science and Engineering Research have approved funding to support various research activities for HMCSE graduate students. Research is a mixture of systematic investigations and creative work that should have the goal of being peer reviewed and publicly disseminated.

Funding Limits: Acceptable expenditures of grant funds will be broadly interpreted. These expenses may include items such as supplies, equipment specific to the research activity, software and research-related, but not conference travel. (The UWF Graduate School has funding for graduate student travel.)

The following items cannot be purchased from HMCSE Graduate Student Grant funding:
- The purchase of incentives such as gift cards or material rewards
- Computers or Laptops
- Food and meals
- Conference Travel

Any equipment or unused supplies purchased with grant funds will remain the property of the University of West Florida after the conclusion of the funded project.

If the budget for an approved proposal contains personnel compensation costs (e.g., honorarium) then the necessary paperwork must be filed through the appropriate department for payment to the personnel through the university. Reimbursement to the applicant for this expense is not allowable.

An applicant may receive a maximum of two (2) separate HMCSE Graduate Student grants during the course of a graduate study at UWF, but only one award in a given academic year.
Submission Requirements: The reviewing committee includes faculty from all HMCSE departments, so the application narrative should be written for an "informed lay audience." Applicants who use jargon or specialized technical terms may not be clearly understood and, as a result, may be rated lower.

This application process is an important part of the student's professional development. As such, the review committee expects that the student applicant, not the research advisor, will develop the application. Consultation with a research advisor is allowed, but the submission should originate from, and be developed by, the graduate student applicant.

Proposals must be the original work of the student applying and may be subject to TurnItIn® or iThenticate® software. Plagiarism will be treated as a violation of the UWF Academic Conduct Code. Such violations will result in disqualification from all present and future grants, and the violation will be referred to the Dean for further adjudication (refer to Student Handbook).

Application Proposal Information

Proposal Format: The proposal should include a cover sheet, table of contents, project narrative, curriculum vitae, budget, budget justification, and signed Faculty HMCSE Graduate Research Grant Signature page. The document should be in Microsoft Word (.PDF) format, and double-spaced using Times New Roman, 12-point and one-inch margins. The proposal should be submitted as one PDF document (not to exceed 12 pages total) using the online application portal.

Application Content: The proposal should include the following elements:

- **Cover Sheet** – 1 page limit
  - Title of proposed project
  - PI (student) information (name & email)

- **Project Narrative** – 3-page limit
  - Problem statement (or need for the project), objective(s), and methodology of the proposed project.
  - Timeline for project (estimated dates)
  - NEW: identify the current status of your research project in terms of research proposal defense status and associated dates, planned thesis completion and defense date, etc.
  - All references cited

- **Budget** – 1-page limit
  - Explain the costs associated with the propose project (include any additional funding from other sources if applicable).
  - Your budget request should not exceed $1,500
  - Include a summary of previous HMCSE or UWF research funding provided to the PI

- **Budget Justification** (items that are not adequately justified may be disallowed.) – 1-page limit
  - PI: list effort and description of effort
    - If project will involve student researchers other than PI (e.g., undergraduate research assistants), describe number and effort needed from students
  - Annotate all equipment and supplies to be purchased

- **PI resume** - 2 page limit
• IRB or IACUC approval letter (if approval is necessary & approved) – 1 page limit
  o Graduate Student HMCSE Graduate Research Grant Signature Page (signed) – 1 page limit

Proposals received after the deadline will be rejected as an administrative matter.

Evaluation of Proposals

Applications that fail to adhere to the requirements herein will be rejected.

Application Packages are due no later than 5:00 P.M. Central Time on the deadline submission date. Applications received after the deadline will be rejected. Rejected applications cannot be resubmitted until the next announced application period.

Proposals will be evaluated using the attached Grant Review Criteria and Scoring Form. Applicants should carefully review these forms prior to submitting their application; as such a review is likely to improve the quality of their submission. You do not need to attach the scoring form to your application.

The HMCSE Resource Allocation Committee (RAC) will complete the review of correctly formatted applications and forward its recommendations for funding to the HMCSE Associate Dean.

Notification of Award: The Associate Dean for HMCSE will notify funding recipients within one (1) week after receipt of the Committee's recommendations.

Disbursement of Funds: Upon receipt of award acceptance. Award funds will be made available within ten (10) business days.

Deliverables/Reports: Students who receive an award must submit a final report to the Dean at the completion of the project or by the end of the summer term of the academic year following award date, whichever is sooner.

  • Final Report Requirements:
    ‒ Summary of accomplishments – 2-page limit
    ‒ List of Expenditures
  • Report Submission
    ‒ Reports must be submitted electronically

Awardees interested in presenting at the annual Student Scholars Symposium should contact the Office of Undergraduate Research, our@uwf.edu, for guidelines and information regarding this presentation.
Graduate Student Principal Investigator:
I understand that my role as a Graduate Student Researcher is a significant responsibility. In applying for the HMCSE Graduate Research Grant, I understand that I am committing to the following requirements:

- Support the Mission, Vision, and Values and Goals of the University of West Florida.
- Contribute significantly to the research project outlined in my proposal.
- Participate in the Student Scholars Symposium.
- Complete all deliverables and reports as required by the HMCSE Dean’s Office.

Project Advisor & Department Chair:
I have reviewed the applicant’s proposal and budget and have determined the applicant is eligible under the requirements of this grant program.

I also agree to the cost-sharing requirement for HMCSE Graduate Student Research Grants. Departments and Projects advisers are expected to use available SEED funds to provide 25% of the project budget. When no SEED funds are available from the department or project advisor, HMCSE may support the full budget of the project.

Approved by:

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<th>Applicant Name (Print)</th>
<th>Applicant Signature</th>
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<th>Project Advisor Name (Print)</th>
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<th>Department Chair Name (Print)</th>
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Graduate Student Grant Review Criteria And Scoring Form

Applicant Name: ________________________________________________________________

Project Title: ________________________________________________________________

Minimum Requirements – select one

| Proposal complies with all application requirements |
| Proposal does not comply with all application requirements, no further evaluation required |

Scoring Criteria - total score consists of the following areas:

- **Merit of Research (70pts total)**
  - Discipline Base/Importance (30pts)
  - Originality (20pts)
  - Research Plan and Budget (20pts)
- **Effect on Academic Infrastructure and Mission (20pts)**
- **Capability of the Candidate and Institutional Support (10pts)**

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<th>Total Points Awarded</th>
<th>Description of Criteria</th>
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<td>Applicant name</td>
<td>Discipline Base/Importance (30pts)</td>
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<td><strong>30pts</strong> - Activity of far-reaching significance; Significantly advances knowledge or promotes advancements in the applicant’s field of study; Based on explicitly cited high-quality prior scholarly activity of others in the discipline, and adequately referenced to the prior scholarly activity; Likely that the results of the activity would be viewed favorably by peer evaluations within the applicant’s field of study; High probability of peer-reviewed publication would result.</td>
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<td><strong>20 pts</strong> - Activity important to development of discipline; Based on good-quality prior scholarly activity of others in the discipline; adequately referenced to the prior scholarly activity. Peer review and wide dissemination of results of activity less likely.</td>
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<td><strong>10pts</strong> - Activity important to development of discipline, but based on less prestigious prior scholarly activity of others in the discipline. Wide dissemination of results of activity unlikely.</td>
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<td><strong>5pts</strong> - Activity significant in only a narrow area and/or based on inadequately referenced work.</td>
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<td><strong>0pts</strong> - Activity not significant with respect to the funding needs, the competition for funding, or the discipline.</td>
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<td>Originality (20pts)</td>
<td><strong>20pts</strong> - Original ideas that look feasible.</td>
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<td><strong>10pts</strong> - Established technique(s) applied to new area(s).</td>
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<td><strong>0pts</strong> - Activity adequately investigated or need adequately filled by prior work in the discipline.</td>
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<td>Research Plan and Budget (20pts)</td>
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<td><strong>20pts</strong> - Well documented, realistic, complete research plan with appropriate budget. Clear demonstration that requested resources are not available through other University sources; there is a clear linkage between the requested resources and the research objectives and/or methodology. <strong>10pts</strong> - Adequate plan and budget. <strong>0pts</strong> - Poorly thought out, vague, or incomplete research plan and/or budget.</td>
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<td><strong>20pts</strong> - Activity provides significant support for the mission of the department/college/university and/or enhances the infrastructure of the university or its constituents. <strong>10pts</strong> - Activity provides modest support for the mission of the department/college/university and/or modest enhancement to the infrastructure of the university or its constituents. <strong>0pts</strong> - Activity provides no support for the mission of the department/college/university and/or no enhancement to the infrastructure of the university or its constituents.</td>
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<th>Capability of the Candidate and Institutional Support (10pts)</th>
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<td><strong>10pts</strong> - Very capable of conducting research in proposed area. Excellent institutional support and clear institutional priority. <strong>5pts</strong> - Some experience in research area. Adequate institutional support. Equipment/physical support expected to be in place when needed. Institutional priority less clear or compelling. <strong>0pts</strong> - Little demonstrated potential for successful scholarship. Little or no support or institutional priority.</td>
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