Program Snapshot: Funding is available to support undergraduate students conducting research under the mentorship of a UWF faculty member. Awards are made through a competitive process and funding is not guaranteed. Through a formal review process through, at the recommendation of the faculty, and with the approval of the Director of the Office of Undergraduate Research (OUR), The Office of Undergraduate Research will disburse funds to support undergraduate student research projects.

Title: OUR Project Awards

Purpose: Awards are intended to support undergraduate students conducting research under the mentorship of a faculty member.

Deadlines: There will be two award cycles each academic year. An early fall semester deadline will be for projects spanning the fall/spring academic year and a late fall/early spring deadline will be for projects to be completed in the spring semester. **Applications must be submitted during one of these cycles.**

Eligibility: Current, undergraduate, degree seeking students who are in good standings with the University are eligible to apply.

Allowable mentors include current UWF faculty with a range of appointment types including adjunct, lecturers, post docs, and tenure line.

Funding: OUR will fund a maximum of one OUR Project Award per student annually. The maximum award is for $500 for an individual student or $750 for a group of two or more students to support costs associated with conducting research. Allowable expenses include travel to get to field site, external library or archive facility; chemicals or laboratory equipment; photocopies of documents or research questionnaires; food, beverages, etc. Student or faculty stipends, ad travel to tend conferences are not allowable expenses.

Questions? Please read the FAQs at the end of the guidelines. For questions regarding your submission/award the OUR office: our@uwf.edu or 474-2298
Guidelines for Acceptable Research Projects – *What is research?*

Research can be conducted in any discipline. Please use the following guidelines to determine whether or not the project is “research”. If the research does not meet these criterion but you and your faculty mentor believe it is still a “research”, please contact our@uwf.edu.

- The research is an inquiry or investigation on a topic related to the student’s professional interests.
- The research is conducted by an undergraduate student under the mentorship of a UWF faculty member.
- The research makes an original intellectual or creative contribution to the discipline.
- Format of the research is similar to a professional researcher’s in the discipline.

Application Procedures and Documentation - *What is needed?*

Applications are submitted via the electronic OUR Project Award application. This is found on the OUR website uwf.edu/OUR. The following items are needed for a complete application:

- Signed OUR Project Award Letter of Commitment (printed, scanned, and uploaded as pdf). Students should complete this letter with their faculty mentors prior to accessing the award application. The signed Letter of Commitment (LOC) secures the commitment of the faculty mentor to supervise the student. *The letter of commitment can be found on the OUR website.* For group projects, only one student is required to sign the LOC.
- Project description (uploaded as a pdf file). This should be a 1-2 page narrative, including the relevant background information, objectives, methods, significance of your work to the discipline, and citations. Please remember that members of the faculty reviewing your application may be outside your discipline and so acronyms and abbreviations should be clearly defined or avoided.
- Completed budget table (filled out within online application) and budget narrative (one-page maximum, uploaded as pdf).

For multiple students working on a single project, group applications may be submitted. Please include a summary of the overall project and a description of the specific focus and objectives for the individual students.

Selection Process

Complete applications will be forwarded to members of the faculty for review. Faculty will complete individual reviews of each application. Each application will be reviewed by at least two faculty (the Director of OUR may serve as one reviewing faculty member). The individual reviews will be forwarded to the Director of the Office of Undergraduate Research. Director of the OUR, in consultation with the Assistant Vice President for Research, will make the final determination for funding.

Effective November 2018

Notification of Awards
Applicants will receive a notification letter regardless of acceptance or denial. Award and denial letters will be sent via email within one month of the application deadline.

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**Award Procedures and Conditions - I have been awarded, now what do I do?**

Once a student has received notification of receiving an OUR Project Award, s/he must sign an OUR Project Award Agreement to formally accept the award and accept the requirements that accompany this award.

It is recommended that applicants wait until official notification of an award has been made before making incurring expenses. **Note:** any expenses incurred prior to award notices will not be reimbursed if the award is denied; the student researcher will be solely responsible for all expenditures.

After signing the Award Agreement, the student will work with his/her faculty mentor and the office administrator in their home department to make purchases and incur expenses against the award. Award-specific activity codes must be on all expenses to ensure proper routing of expenditures.

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**Deliverables/Reports – What is required of me after I accept the award?**

Students who receive an award in the fall semester must submit an electronic **Project Update Report** through the OUR website before the end of the fall semester.

**Note:** If the research project is completed before the end of the fall semester and the final project report is submitted on or before the last day of that semester, the requirement to submit a project update report is waived.

All students who receive an award must submit an electronic **Final Project Report** via the OUR website to the Office of Undergraduate Research before the end of the spring semester. This report includes the following required items:

- An uploaded photo of the student conducting or engaging in his/her research project
- An abstract of the research findings prepared for submission to a professional conference
- Details on a professional conference that this research could be submitted to, including name and dates of the conference, location, and abstract submission deadline (or close estimation based on previous year’s conference).
- Post-research survey of your experiences and benefits of research participation

Student awardees must acknowledge the OUR Project Award on any poster, in presentation slides, or publication that results from the research as “Research was supported [or partially supported] by the UWF Office of Undergraduate Research through an OUR Project Award.” You should also include the OUR logo on your poster/presentation. The OUR logo can be found via the OUR website.

**Student awardees are required to present their research at the Student Scholars Symposium during the spring semester.** Awardees can find guidelines and information regarding this presentation on OUR’s website.

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Effective November 2018
Grant awardees are also required to act as ambassadors to the OUR program and speak to at least one approved campus event about your research experience at UWF. Campus events include classes (especially introductory level courses), campus tour groups, Student Scholar Symposium and Faculty Research Showcase, or other campus events.

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**FAQs**

**I applied for project funds but I haven’t received an award notice?**
Please allow 48 business hours to receive confirmation that your application was received. The proposal review process has several steps in it and is time consuming. Award letters will be sent within one month of the application deadline.

**If I am awarded, what is the process for using the funds for my research project?**
See the "Award Procedures and Conditions” section of the guidelines.

**I was awarded but my project expenses are over $500?**
Any costs associated with student research that exceeds the amount of the award are the responsibility of the student and/or faculty mentor. By signing the Letter of Commitment, the faculty member ensures that the research being conducted will cost less than $500 or that s/he will be able to support expenses in excess of $500 through other resources.

**Why was I not funded?**
The Undergraduate Student Researcher Project award is a competitive program with limited funds. Applications are reviewed on the caliber of the research and the significance of the individual’s potential contribution to the discipline.

The faculty and the Director of the Office of Undergraduate Research’s primary objective is evaluation of proposal quality and adherence to submission requirements. The Director of OUR reserves full rights to accept or deny project applications.

**I am not sure if my project is “research”?**
If you review the “Guidelines for Acceptable Research” in this document and still have questions and want to ensure this funding source is best suited for your needs, please contact our@uwf.edu

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**Office of Undergraduate Research**
Building 4, Room 408
850-474-2298
our@uwf.edu