Purpose: The WSU Student Affairs Undergraduate Research Grant Program is intended to facilitate student research, to encourage collaboration between students and staff on sustained projects of significant educational value to the student, and to enhance the overall undergraduate experience through active engagement in the process of discovering and sharing new knowledge.

Eligibility: All currently enrolled students are eligible to apply. Awarded funds may only be spent by a current student; once a student graduates, access to the undergraduate research funds will cease. Students must work with WSU faculty or staff member whose role is to serve as a mentor to the project. Undergraduate research projects that include teams of students are encouraged.

Process: Proposals must be written by the students, not the staff mentors. Using the format founded below, prepare a proposal narrative (maximum of 3 pages) with 12 font, double-spaced, and 1 inch margins. Attach to the proposal a Cover Sheet, a Budget Worksheet, and a signed and completed Mentor Recommendation form.

Please refer to the Timeline to ensure proposals are prepared and completed before each deadline.

Submit 5 copies of these materials to the Office of Student Affairs (Miller Administration Building, Room 306, MC 1003), by 5:00 PM on November 19, 2004. Late or incomplete submissions will not be reviewed. Complete and on-time applications will be reviewed for funding by the Student Affairs Management Committee.
Timeline for Grant Proposals

- **November 12, 2004** – Submit your proposal to a Student Affairs Management Committee representative to check for completeness and appropriateness. Mentor signature is required.

- **November 19, 2004** – After revisions have been made, obtain the signatures of your Student Affairs Management Committee representative, and the department chair. Submit five copies of the final proposal to the Office of Student Affairs (Miller Administration Building, Room 306, MC 1003, 626-6008). Proposals lacking any of the required signatures identified above will NOT be considered.

- **November 22 – November 26, 2004**
  Student Affairs Management Committee will meet to consider proposals.

- **November 27, 2004** – Proposed research activity involving human subjects or animals must need to be reviewed and approved by the appropriate committee *(Institutional Review Board for Human Subjects, Animal Care & Use Committee)* prior being awarded a grant.

  *Dr. Marjukka Ollilainen, Chair of the IRB, MC 1208, SS 122, Ext. 6238*
  *Dr. Robert Okazaki, Chair of the ACUC, MC 2505, SL 404, Ext. 6166*
Student Affairs Undergraduate Research Proposal Format

Proposal Cover Sheet (see attached format)
The cover sheet must be signed by the student, the mentor, the mentor’s Student Affairs Management Committee representative.

<table>
<thead>
<tr>
<th>Student Affairs Management Committee Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Shepherd Union Building</td>
</tr>
</tbody>
</table>

Project Description (approximately 1 page)
- Identify the project goals, objectives and outcomes; incorporate three references that relate to the body of knowledge that is the focus of this project [(your college subject librarian can assist you with this).]
- Describe your role and that of the staff mentor in the project; describe where this project falls along this research continuum:
  - Dependent (student helping faculty do research)
  - Independent (student doing own research)
- Describe the previous training and experience that have prepared you to successfully complete this project.
- Describe the product (e.g., a scholarly paper, exhibit or proposal) that will result from this project, and indicate when this product will be publicly shared (presentation, publication, etc.).

Project Methods and Timeline (approximately _ page)
- Identify the specific steps you will follow with this project, and provide a completion date (month) when each step will be completed (preference will be given to projects lasting six months or less).
- [If your project involves people (e.g., surveys, interviews) or protected animals, it MUST be reviewed and approved by the WSU Institutional Review Board for Human Subjects or the Animal Care and Use Committee; (SAMC rep will help with this).]

Project Budget (approximately _ page)
Identify the undergraduate research dollars requested for each category listed below, and describe in detail what the expenses in each category entail (retroactive expenses and mentor expenses will NOT be funded). Indicate the total budget requested for this project (a maximum of $3,000 will be awarded per project).
- Materials (left-over materials will remain the property of WSU)
- Equipment (equipment will remain the property of WSU)
• Student travel to gather data for the project (reimbursed @ 30 cents/mile)
• Student travel to present the results of the project (provide evidence that you have been accepted to present)
• Student stipend during some/all of the project time; stipends are reimbursed @ $10/ hour; because the total stipend amount is subject to 8.5% withholding for taxes, calculate an additional 8.5% benefits on the total stipend amount; indicate when the stipend will be paid (unless other arrangements have been requested and approved, stipends will be paid twice – at the project mid point and when the final report is submitted)

**Budget Worksheet (see attached format)**
Attach a Budget Worksheet that identifies all sources of funds that will support this project (preference will be given to projects that have cost-sharing).

**Mentor Recommendation Form (see attached format)**
Attach a completed and signed Mentor Recommendation Form.
Cover Sheet

Project Title (10 words or less)

Dollar Amount Requested from Undergraduate Research Funds: ______________

Student Name (last, first)

Student ID #

Total Number of Credits Completed

Anticipated Graduation (term/year)*

(* funds may NOT be spent after graduation)

Mentor Name (last, first)

Mentor Department, Mail Code, and College

This project ____ WILL ____ WILL NOT require review by the WSU Institutional Review Board for Human Subjects or the WSU Animal Care and Use Committee.

__________________________________________  Date

Student Signature

__________________________________________  Date

Project Mentor Signature

__________________________________________

Campus Mail Code  Phone Extension

__________________________________________  Date

Student Affairs Undergraduate Research Committee Representative

__________________________________________  Date

Student Affairs Management Committee Representative

__________________________________________

2004-05 WSU Student Affairs Undergraduate Research Budget Worksheet

October 2004
<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>Department or College Funds</th>
<th>Outside Agency Funds</th>
<th>Personal Funds</th>
<th>Undergrad. Research Funds</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment *</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Travel to gather data</td>
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<tr>
<td>Travel to present results (must have proof of acceptance)</td>
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<tr>
<td>Stipend: Hrs @ $10/hr Benefits @8.5% Total</td>
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<tr>
<td>GRAND TOTAL</td>
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</table>

**NOTE** – Equipment and left-over materials purchased with grant will remain the property of WSU
Mentor Directions: After carefully reviewing the proposal and assessing both the viability of this project and the qualifications of the student requesting funding, answer the questions found below. If the project receives funding, it is your responsibility to work closely with the student, monitor the ongoing progress of the project and budget, and evaluate the project’s results. Failure to do so will jeopardize funding for this project and any future projects.

1. How long and in what capacity have you known this student?
2. Briefly describe the proposed project. Is this part of a larger research project?
3. Give an assessment of the project’s significance to Student Affairs and of the project’s educational and/or professional benefit to the student.
4. Comment on the qualifications of the student to successfully complete this project, both in terms of the project’s scope and its time frame.
5. Comment on the justification and appropriateness of the project budget.
6. Describe your role in the project.
7. Include anything else that you think will be helpful to the committee in evaluating this application.

This project ____ WILL ____ WILL NOT require review by the WSU Institutional Review Board for Human Subjects or the WSU Animal Care and Use Committee.

Project Mentor Signature

Date

Campus Mail Code  Phone Extension