

**Undergraduate Research/Creative Activity Fund, 2019**

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In alignment with the College of Arts & Science's Strategic Plan, faculty and their undergraduate students are encouraged to apply for funds to support scholarly or creative projects. The goal of the Arts & Sciences Undergraduate Research/Creative Activity (R/CA) Fund is to provide undergraduate students with research and creative activity experiences that enhance their learning. Prospective participants from any College of Arts & Sciences department as well as faculty advising students majoring in Geology, Political Science, or Economics, are invited to submit proposals, including detailed budgets, for work during the Spring and/or Summer terms of 2019. The proposed work may include data collection and analysis; journal article development; student travel associated with presentations at conferences; performances; productions; workshops; or other research activities; as well as other professional development experiences. Proposals that clearly align with the Grand Challenges outlined in [UND's Strategic Plan for 2017-2022](#) are strongly encouraged and given preference in funding decisions. The maximum individual R/CA award is \$3,500 (up to \$3,000 from the College of Arts & Sciences and up to \$500 additional from the Office of the Vice President of Research (VPR) to support student travel to present research findings at an academic conference). The deadline to apply is **Oct. 19, 2018** (see detailed timeline on Page 3). Members of the Resources & Infrastructure Committee within the College of Arts & Sciences will review and score proposals and make recommendations to the Dean, who will award funding in consultation with the VPR.

**APPLICANT ELIGIBILITY:**

1. Applicants must include at least one undergraduate student and one faculty member.
2. Any full-time faculty (including those on special appointment) in any College of Arts & Sciences department or program may apply as long as research or creative activity is required under their under their UND contract and they will complete the proposed work while employed at UND. Also eligible are faculty mentoring undergraduate students majoring in Geology, Economics, or Political Science.
3. The undergraduate student must be a major within Arts & Sciences or be working closely with a faculty research advisor in Arts & Sciences. Also eligible are undergraduate students majoring in Geology, Economics, or Political Science. Graduate students can be involved, but their direct financial support cannot be included.
4. Departments and programs can submit multiple proposals. If more than one proposal is submitted, the department chair/program director is required to rank the proposals and to justify his/her rankings in writing when the proposals are submitted to the College.
5. While consideration will to be given to faculty who have previously received an award; priority may be given to faculty who have not.

6. Faculty who have previously received an award but have not submitted a final report are ineligible to receive a new award.

#### PROPOSAL ELIGIBILITY:

1. Proposals must focus on research or creative activity involving undergraduate and Arts & Sciences faculty collaboration.
2. The undergraduate(s) must be actively involved in the proposed research/creative activity. Proposals in which students play a central role have funding priority.
3. Requests for undergraduate travel are permitted if the travel is associated with conducting the research/creative activity. Proposals requesting conference travel funds only are allowed, but have lower funding priority.
4. Proposed budgets should not exceed \$3,500 (\$3,000 from the College and \$500 from the VPR to support travel to present research at academic conferences). Applicants are encouraged to seek a match from departmental or program funds if appropriate. Fund matches must be noted on the submitted budget worksheet.
5. Proposals that fail to follow the guidelines outlined in this document will be denied.
6. Faculty and students who accept funds agree to have their projects communicated via social and other media and to write a thank you letter to donors who provide gifts to support undergraduate research and creative activities. Please work with Tanya Butler ([tanya.butler@UND.edu](mailto:tanya.butler@UND.edu)), Engagement Coordinator for the College of Arts & Sciences, to disseminate information about your project.

#### APPLICATION PREPARATION:

1. Cover sheet: Complete the cover sheet.
2. Project narrative: In 1,500 words or less, describe the nature of the project, the impact that the research/creative activity will have on the student, the roles to be played by the student and faculty advisor, and the need for the funding. If applicable, explain how it aligns with the Grand Challenges outlined in the UND Strategic Plan. Describe the proposed research/creative activity, and include some brief background on the topic, specific objectives, and proposed methods.
3. Budget: Complete the budget request form that accompanies this document. Clearly describe how the requested funds will be spent. Note that equipment purchases are not allowed. **For additional instructions, please refer to the document “Budget Guidelines for Research Initiatives”** found under Research Initiatives on the College of Arts & Sciences web page.

#### AWARD SELECTION CRITERIA:

Members of the Resources and Infrastructure Committee within the College of Arts & Sciences will review and score proposals and make recommendations to the Dean, who will make final decisions and award funding in consultation with the VPR.

Reviewers will be asked to evaluate and rank applications according to the following criteria:

1. Quality of the proposed research/creative activity;
2. Significance of the role for the undergraduate student(s);
3. Type of involvement by the undergraduate student(s) (e.g., production of the research/creative activity vs. conference travel);
4. Impact of award monies on the project (i.e., the grant contributes significantly to the project's successful completion). Note that an award that is less than the requested amount can be recommended by the committee; and
5. Adherence to the proposal guidelines outlined in this document.

#### FOLLOW-UP REQUIREMENTS:

A project report must be submitted to the College of Arts & Sciences Dean's Office within two months of the close of the program. The report should clearly summarize the activities funded by the Arts & Sciences Undergraduate R/CA Fund monies. Faculty not completing a final report on time are ineligible for future funding.

#### TIMELINE AND CONTACTS:

Oct. 19, 2018: Proposals are due to the Arts & Sciences Dean's Office in MS Word or PDF format. Please submit to Taylor Hanson via email at: [taylor.hanson@UND.edu](mailto:taylor.hanson@UND.edu). **In the email subject line, please type "UG R/CA Fund."** Members of the Resources and Infrastructure Committee will review and score the proposals and make recommendations to the Dean. The final decision on awards are made by the Dean in consultation with the VPR.

Nov. 16, 2018: Awards are announced.

Jan. 1, 2019: Start of the award period. Send project updates to, and respond to requests for information from, Tanya Butler at: [tanya.butler@UND.edu](mailto:tanya.butler@UND.edu) for dissemination through social and other media.

Aug. 15, 2019: All award monies must be spent. For questions about expenditures and project budgets, contact Kristi Bruggeman at: [kristi.bruggeman@UND.edu](mailto:kristi.bruggeman@UND.edu) or 777-2740.

Oct. 18, 2019: Final reports are due to the Arts & Sciences Dean's Office. Please submit the reports in MS Word or PDF format to Taylor Hanson at: [taylor.hanson@UND.edu](mailto:taylor.hanson@UND.edu).

\*If you plan to use a portion of the funds to pay a student as irregular help and they have not already worked in a paid position with you, please do not identify a particular student in your proposal. In such cases, faculty who receive Arts & Sciences Undergraduate R/CA funds will be required to post an advertisement for student irregular help so that all undergraduate students have an opportunity to apply. (Note: The students will need to apply for the position and be chosen through an objective interview process). If you are already employing the student and/or you are requesting funds to support student travel, this process is not required and you can identify a student.

**Please direct questions to Brad Rundquist, Associate Dean for Research, College of Arts & Sciences, at 777-3641 or [bradley.rundquist@UND.edu](mailto:bradley.rundquist@UND.edu).**