

2024-2025 Call for Proposals

College of Natural and Health Sciences *Phelps Family NHS CAP Undergraduate Student Research Grant*

Undergraduate NHS students are invited to submit proposals for funding to support research and research-related travel. These funds will be made available on a competitive basis through a proposal process.

Funding Level

Undergraduate Students: Funding is available through the Phelps Family NHS CAP Undergraduate Student Research Grant Program. A total pool of A total pool of \$18,000 is expected to be made available in the 2024-2025 academic year and summer semester. Individual proposals may request up to \$1,000 in fall and spring and \$1,000 in summer if funding remains. Through these CAP Student Research Grants, the Donors desire to convey an understanding of

“CAP” values and behaviors:

-Contribute...by volunteering time and personal skills, talents, abilities, experience and passion around issues in service to the community;

-Achieve...by displaying bias toward action and performance (including academically), self-reliance, persevering, and overcoming obstacles to accomplishing goals;

-Pay-it-forward...by impacting the lives of others in meaningful and positive ways to them through small or large, random or planned, acts of kindness, caring, and giving back.”

The Donors believe that these three **CAP** values and behaviors are among the foundational pillars for building and living meaningful lives. These Research Grants recognize that conducting student research projects, with faculty mentoring, enhances the academic experience and facilitates student success.

Eligibility

- Undergraduate student who have been admitted to a degree program within the College of Natural and Health Sciences.
- Students are eligible for one award per academic year and summer semester.
- Students are limited to one proposal per semester.

Proposal Submission Deadline

Three rounds of funding will take place in the 2024-2025 academic year and summer 2025 semester. In order to be reviewed, completed electronic applications must be received by the Associate Dean for Research and Faculty Affairs (Kim.Murza@unco.edu) by 5:00pm on the following:

- October 14, 2024 for the fall semester competition
- January 27, 2025 for the spring semester competition

- April 7, 2025 for the summer semester competition

Students **must submit their application via email**¹(including faculty support letter) to the Associate Dean (Kim.Murza@unco.edu) with the subject line **Student Research Fund Application** by the stated deadline. *If faculty have concerns regarding the support letter, please contact Dr. Murza.*

Proposal Review Procedure

Proposals received by the stated deadlines will be reviewed by the NHS Awards Committee, who will recommend to the Dean of the College an allocation of funds.

Proposal Format

Each application for Student Research Fund monies must include:

- A completed NHS Student Research Fund Application Form (on the last page)
- A Project Narrative
- Project Budget and Timeline
- Attachments

Each of these is described below. While the student should write the proposal, the committee encourages students to seek support from their research advisor or other faculty to refine their proposals.

Project Narrative

The project narrative should be no longer than two (2) pages of single-spaced 12-point font. Because faculty reviewers are in diverse fields and may not be acquainted with your area, **write the proposal for readers outside of your field**. Do not assume that reviewers will understand or value your research unless you can make a strong case. Items to address in your proposal include:

- a. A description of the proposed activity and its significance.
- b. An explanation of the significance of the proposed research. At least one third of the proposal should be devoted to a description of the significance. The significance should address questions such as: Will the project address a gap in our knowledge? Does the project involve an innovative approach? If the project involves quantitative research, will the proposed activity lead to valid data that can be statistically analyzed? What is the impact of the proposed activity on the research community and/or society?
- c. In proposals requesting funds to conduct research, it is not necessary to include the research question(s), hypotheses and actual steps in each procedure you plan to perform.
- d. If the proposal relates to previously funded student research, please reference how the current project is related to outcomes of the previous/ongoing work.
- e. The inclusion of a reference list may be appropriate. This list does not count towards the 2-page limit.
- f. If requesting virtual conference funds, include a copy of the abstract as an attachment (does not count towards 2-page limit) and indicate whether the paper

has been invited and/or accepted. If you are waiting to hear about the acceptance, indicate when that decision will be announced.

Project Budget and Timeline (No more than two (2) pages)

- a. A detailed itemized project budget and total requested with a detailed timeline.
- b. If funds are requested to support your time in the field/lab collecting data, please note that a \$16/hour rate is the maximum you may request.
- c. If funds are requested for virtual conference participation, include the title of the meeting. If accepted, please include an acceptance letter.
- d. If total project budget exceeds \$1,000 include a list of other project funding sources from which you are seeking funds (if applicable).
- e. All equipment/software proposals must be accompanied by a budget justification verifying the equipment/software needs are outside of existing resources.

Attachments

- a. A letter of support from a faculty research mentor addressing the following
 - i. Significance of the project for the student's research/professional development.
 - ii. Verification of non-consumable equipment/software needs outside of program resources and equipment/software value to future student projects.
 - iii. Statement of willingness to provide mentoring support.
- b. If attending a conference or other professional meeting, a copy of the abstract.

Screening Rubrics

Research Proposal Criteria (12 points possible)	Not Included (0 points) Partially Developed (1 point) Fully Developed (2 points)
Clear Description of the proposed activity	
Significance of proposed research is clear based on a gap in knowledge OR an innovative approach	
Data collection appears valid and related to question or hypothesis	
Qualitative or quantitative measures for testing question or hypothesis are clear	
Budget is clear and justified	
Mentor Letter is supportive	
TOTAL POINTS	

Presentation Proposal Criteria (8 points possible)	Not Included (0 points) Partially Developed (1 point) Fully Developed (2 points)
Has the abstract been accepted	
Based on abstract, is work completed to the point where it is ready for presentation?	
Budget is clear and justified	
Mentor Letter is supportive	
TOTAL POINTS	

NHS Student Research Fund Application Form

Student Name (Print) _____

Student School/Department _____

Degree Program _____

Proposal Type (check one) Research Conference

Student e-mail _____

Student Signature _____

Research Mentor Name (Print) _____

Research Mentor Approval Signature _____

School Director/Department Chair Signature _____

Project Title _____