Deadlines:
August 28 – Early Applications
November 6 – Extended Deadline

What is the URI?
The Undergraduate Research Scholars Initiative (URI) at UTRGV is a program where undergraduate students share in the excitement of research discoveries, work side-by-side with faculty and graduate students who are creating new knowledge, and learn valuable research techniques. The initiative allows undergraduate students to obtain real-world research experience in a field of interest related to their majors.

The purpose of the URI award is for undergraduate students to gain experience in proposing a research project and working directly with faculty members on that research. Students or small teams of students submit a proposal with a statement of support from a supervising faculty member. The proposals should be developed with the guidance of the faculty mentor, but the student will be responsible for the application process.

Awards will be given at the beginning of the Fall semester for early applications and the beginning of the spring semester for extended deadline consideration. Students applying under the "early application deadline" (August 15, 2015) will ideally already have a research agenda established and be working with a faculty mentor. Students who are interested in applying but would like support in finding a research mentor and assistance with developing a proposal may work with their faculty members and staff in Engaged Scholarship & Learning throughout the fall semester to prepare an application for the "extended deadline" (November 6, 2015). Students are eligible for only one award per year. Faculty may only be mentors of two awards per year (and only 2 submissions per deadline).

Benefits for Students
- The experience of designing a research project and submitting a formal proposal.
- A chance for in-depth learning and experience with academic research.
  The URI allows students to concentrate in specific academic areas with rigor beyond what they may encounter in a classroom setting alone.
- One-on-one faculty interaction.
  Students work directly with a faculty member in his or her research program.

Financial Benefits
The Student/Faculty research team will receive an award of up to $2,000. Up to $500 of the $2000 is reserved for the faculty mentor for travel to present the student-assisted research at an academic forum. Faculty sponsoring more than one URI award in an academic year are only eligible for one $500 faculty travel award. Faculty may choose to forego their travel funding and allocate to student wages or additional materials. The funding may be used for: student wages; student travel; allowable materials for research (see below). The allocation of funding should be appropriate to the research activities. Faculty and students should develop a budget that best suits the research project and goals.

Post-award requirements

- Upon completion of the research project, each Student/Faculty research team must submit a two-page (maximum) report. The report should briefly describe the research outcomes and list any publications resulting from the work, and include an abstract to be posted on the URI website. The Student/Faculty research team must submit a copy of the final research outcomes (as supported by the URI award) to the Director of Engaged Scholarship and Learning upon completion of the project and no later than September 1, 2016.
- All funds must be expended by August 31, 2016.
- Faculty members who receive a URI award agree to become campus Faculty Research Advisers to serve on occasional committees and review panels for undergraduate research activities, including the Undergraduate Research Conference. Additionally, advisors agree to be featured on our website (photo, scholarly interests, vita, etc.) as possible mentors for future URI applicants.
- Students who receive URI awards agree to serve informally as undergraduate research scholars and ambassadors (photos and updates are appreciated).
- Students (if they remain enrolled as undergraduates or meet post-graduation criteria) agree to submit a proposal to present at the UTRGV Undergraduate Research Conference after they have completed research, and to participate in/attend the conference the year they are funded.

Application Procedure:

All proposals will be reviewed by an interdisciplinary committee and scored based on the following criteria:

- o Feasibility of the research project
- o Student development expected from the experience
- o Clear objectives for the URI award to support the research activities
- o Appropriate budget
- o Commitment of student and faculty mentor to the project
- o Plan for dissemination and impact beyond the award period

Students email as a single pdf an application packet to engaged@utrgv.edu AND myrna.ruiz@utrgv.edu .

Application information required includes (also see "application materials form" at the end of these guidelines):

- Student Information Sheet, all information required
- Introductory statement from student(s) addressing how this opportunity will forward academic goals (250 word max)
- Research Proposal Narrative (500 word max) that covers the following elements:
  - o Research question
  - o Proposed methodology/approach
  - o Timeline of activities (both for URI award period and beyond)
  - o Activities that the URI award would support
  - o Expected outcomes
  - o Plans for dissemination
- Itemized Budget with specific amounts and explanations (100 words max)
- Statement of commitment from Faculty Mentor (250 word max)
- Agreement to terms of award for consideration

All materials must be included in the emailed application. Incomplete or late applications will NOT be reviewed.

IMPORTANT INFORMATION REGARDING THE UNDERGRADUATE RESEARCH INITIATIVE
1. The awards become effective once all necessary approvals and MOEs have been submitted.
2. It is the responsibility of the student and mentor to ensure that all expenditures claimed against the account are incurred in support of the research project. Any changes to the allocation of funds must be approved by the Director of Engaged Scholarship & Learning.
3. Students must be enrolled as undergraduates in good academic standing to receive the award.
4. In order for students to receive Direct Wage compensation, they will need to be hired through the student employment processes and registered through the university Career Connection. The hourly wage may not exceed $9.00. It is the faculty's responsibility to approve student assistant time cards in Oracle each month and to verify that students do not exceed the number of hours allotted for the award.
5. Requests for supplies, travel, etc. should be submitted to Myrna Ruiz, Administrative Assistant, through IShop (myrna.ruiz@utrgv.edu, 665-3146). All travel must receive prior approval.
6. Student travel requests must be submitted with all approvals from the Dean of Students. Please allow 2 weeks for processing. Approval form must be attached to the iShop requisition.
7. Upon completion of the research project, each recipient must submit a maximum of two-page report. The report should briefly describe the research outcome and list any publications and presentations resulting from the work.
8. **All funds will expire at the end of the fiscal year (August 31, 2016). No funds can be encumbered for use after August 31st. Please note that funding for student wages may affect financial aid eligibility.**
9. **It is imperative that August timecards for student assistants be submitted and approved as soon as possible after September 1st.**
10. **If funds are not going to be used, the Director of Engaged Scholarship & Learning should be notified as soon as possible in order to reallocate.**

Applications will be reviewed to determine if they are within state and federal guidelines, and that the intended use of the funds meets the following criteria:
Funds May Be Used For:
- Travel associated with research described herein
- Research associated supplies and material
- Computer software required for project*
- Small items of research equipment*
- Salary for Student Assistants to assist with research (payment may not exceed $9.00/hour)

Funds May NOT Be Used For:
- Textbooks, journal subscriptions, music tapes or CD's
- Student scholarships
- Gift cards
- Faculty salaries or fringe benefits
- Page charges, reprints, or manuscript preparation costs
- Computer hardware

*The University shall retain ownership of any equipment and/or software acquired with URI funds. All equipment and software purchased will remain with the supervisor.

If applicable, IRB approval forms must be submitted prior to approval of award.
All expenditures must comply with state spending regulations.

Please direct any questions to Estela Martinez (estela.martinez@utrgv.edu), Program Coordinator or Myrna Ruiz (myrna.ruiz@utrgv.edu), Administrative Associate, Engaged Scholarship & Learning.

UNIVERSITY OF TEXAS RIO GRANDE VALLEY
ENGAGED SCHOLARSHIP & LEARNING
UNDERGRADUATE RESEARCH INITIATIVE

Academic Year 2015-2016

APPLICATION MATERIALS FORM

The following materials should be completed and saved as a single pdf document. For your application to be complete, all materials must be completed, signed, and emailed to engaged@utrgv.edu AND myrna.ruiz@utrgv.edu by 11:59pm on the deadline: The Early Application deadline is August 28, 2015; Extended Deadline Applications are due November 6, 2015.

PROJECT TITLE: _____

STUDENT RESEARCHER: _____
(if multiple students, list one student as lead contact for the URI)

Student ID:_____

Email Address (university address only): _____

All students involved in the URI application are enrolled as an undergraduate students in good academic standing (required): (initial)_____

FACULTY RESEARCH MENTOR: _____

E-Mail: _____ DEPARTMENT: _____

CAMPUS ADDRESS: _____   PHONE: _____

_____   _____   _____
Name of Student Applicant   Student Signature   Date

_____   _____   _____
Name of Faculty Applicant   Faculty Signature   Date

_____   _____   _____
Name of Department Chair   Department Chair Signature   Date

_____   _____   _____
Name of College Dean   College Dean Signature   Date

Student Information Sheet

All information is required for all students included on the URI application:

_____
Last Name, First Name, Middle Name

Student ID: _____

University E-Mail: _____

Phone Number: _____

Mailing Address: _____

Declared Major(s): _____

Minor(s), Concentration, and/or Certificate Programs: _____

Projected Graduation Date: _____

Additional Students (Full Name, Student ID, and email addresses required):

_____   _____   _____
Co-applicant Full Name   Student ID   E-Mail Address

_____   _____   _____
Co-applicant Full Name   Student ID   E-Mail Address

_____   _____   _____
Co-applicant Full Name   Student ID   E-Mail Address

_____   _____   _____
Co-applicant Full Name   Student ID   E-Mail Address

_____   _____   _____
Co-applicant Full Name   Student ID   E-Mail Address

Proposed Project Title: _____

Project Period:
Fall 2015 ☐   Spring 2016 ☐   Summer 2016 ☐

Does this research require IRB approval? _____
If required, does this project have IRB approval? If not, what is the status of that process?

_____

Faculty Mentor Name: _____

Faculty Mentor Department: _____

Faculty Mentor Email: _____

Research Proposal Narrative

Please provide a student statement that describes the student involvement and role in the proposed research and how the experience will contribute to the student's or students' academic development and goals. 250 word maximum.

Project Narrative

Please provide a description of the research project and activities for which you are seeking funding. The narrative should address the following: **Research question; Proposed methodology/approach; Timeline of activities (both for URI award period and beyond); Activities that the URI award would support; Expected outcomes; Plans for dissemination.** If the research has already been conducted and you are seeking funding for student travel to present research, please describe the research that will be presented and the organization or conference where it will be presented and address the value of the presentation for both the research and the academic goals of the student(s).
500 word maximum.

Itemized Budget and Justification

Please indicate how the funds will be used in the project followed by a justification for the allocation of the funds to each area. Budget should be appropriate to the proposed project and allocation of funds should be supported by the proposal narrative.

Specify amounts:

Faculty Travel (maximum $500)	$
Student Travel	$
Student Wages	$
Allowable Materials	$
Total Amount Requested	$

Description of budget expenses (100 word maximum):

Faculty Statement of Support
The faculty mentor/supervisor for this award should provide a brief statement of support for the student's or students' participation in the research, the commitment of all parties to the project, and the level of supervision and mentorship that the faculty member will be providing for the project. 250 words maximum.

Agreement to Terms

By submitting this proposal for an Undergraduate Research Initiative, all participants agree to the following terms:

This application will not be reviewed if any of the required materials are not included or the application is not received by the deadline.

All proposed activities for the research will be conducted according to the ethical and legal standards of the University of Texas Rio Grande Valley, including IRB review of any human subject research.

All time and effort claimed on this project for compensation will be verified and subject to supervisor approval.

Any changes to the allocation of funds from what has been proposed must have been approved by the Director of Engaged Scholarship & Learning, and that approval will only be granted if the funding is for the benefit of student development through this research.

The award recipient and/or faculty mentor will notify the Director of Engaged Scholarship & Learning as soon as possible if the funding for this award cannot be used as originally proposed.

All funds will be expended by August 31, 2016 for activities to be completed no later than August 31, 2016.

A final report (2 page maximum) will be submitted regarding the project activities, results, publications, and presentations by September 1, 2016.

Student(s) and faculty should sign below:

Student: _____

Faculty Mentor: _____

Additional Students: _____

_____

_____

_____

_____

_____