

**University of Texas at Rio Grande Valley School of Medicine**  
**Student Scholarly Activity Award**  
**Application Instructions**

**Eligibility**

Medical students who wish to be involved in special projects are invited to apply. Special projects include: research, global health and community service learning. More than one student may be involved in a single project, but only one proposal may be submitted for that project. The student who submits the proposal will be the project manager. A faculty member/mentor must serve as an advisor to the special project. Student's must seek their own mentor prior to submission of this application. It is not required for the mentor to be a UTRGV researcher/faculty to apply for this award.

**Application Procedure**

Develop a three-page (NIH format, Arial 11 point) proposal narrative that provides:

1. *Project Title*
2. *Introduction*
  - A brief discussion of the background and significance of the proposed idea, including its relation to the present state of knowledge in the field.
3. *Objectives*
  - A description of the purpose of the project and project objectives or research question(s) to be addressed.
4. *Methods & Procedures*
  - A reasonably detailed description of procedures to clarify research to a non-specialist.
    - A discussion of research design, setting, sample, data collection tools, procedures, and analysis.
  - If human subjects' approval is needed, this must be included in the project description and timeline. Funds will not be released until documentation of approval is received.
  - A project timeline.
5. *Outcomes*
  - Anticipated outcomes of the project.
  - Clear plan for dissemination of findings. For example, are you planning to attend a local meeting/national meeting to present a poster? **It is strongly advised that student present their findings at the School of Medicine Annual Research Symposium (Fall).** Including publication plan is also encouraged.
6. *Budget and References* (not included in the narrative page limitation)
  - A detailed budget and budget justification for total project costs. Though you may request funds from multiple sources for different parts of a single project, you may not request or receive funds for the same activity/material from multiple sources.
  - Attach references as a separate document.
7. *CITI training completion certificates for either human or animal research* (if applicable). If not completed, upload a specific reason for it or a plan for completion.

Sections 1-5 must be a single pdf document of no more than 3 pages. Budget justification will be a separate pdf document and should include all necessary information as to how the requested money is to be used. References will be uploaded as a separate pdf document. Evaluation criteria is outlined in the form for your reference. Projects to be completed within the Lower Rio Grande Valley will receive extra credit. All completed and eligible applications will be forwarded to the Special Projects Committee for their review.

### **Preparing your budget**

A student may apply for a maximum of \$1,500 per project per academic year to carry out activities directly associated with the project. If the project is being conducted by more than one student, only one student may apply for funds on the project. If additional monies are needed to complete the project, students are encouraged to seek funding through additional sources. In addition to the monies requested to conduct the project, a student may apply for \$500 per project per academic year to assist with travel associated with presenting findings of their research at a conference.

Budgets will be presented in general categories and require detailed explanation. *Priority will be given to student scholarly activity verses travel costs.*

#### Allowable Costs: Maximum of \$1,500 per project

Only \$500 from the maximum of \$1,500 can be used for travel to present at a conference.

- Small essential equipment specific for the project
- Project supplies and materials
- Research costs
  - Special materials, books that cannot be obtained through interlibrary loans, necessary copy paper, stationary, supplies, and cost of copying
- Research participants support/Incentives
- Travel essential to conduct the project (e.g. mileage to collect data at a specific location)
- Travel to a professional conference to present results of the project (Maximum of \$500 per project)

#### Unallowable Costs

- **Stipend for student researcher (you).**
- Salary or reimbursement to researcher/mentor
- Reimbursement for expenses incurred prior to approval of internal proposal
- Costs normally available through departmental budget
- Costs not part of the internal grant activities
  - Typing a manuscript for publication

*Include in the budget justification any additional source of funding that the faculty mentors have to support the project completion (e.g. NIH or private agency grants).*

Save the form with your first name and last name as shown: jane-doe.pdf

Send the form with attachments embedded to: [paul.renaud01@utrgv.edu](mailto:paul.renaud01@utrgv.edu) with the following subject line: Student Scholarly Activity Award

**Deadline: Friday, April 13<sup>th</sup> at 5:00 PM CST**

**University of Texas at Rio Grande Valley School of Medicine  
Student Scholarly Activity Award  
Application Form**

<b>Date:</b>	
<b>Full Name:</b>	
<b>E-mail:</b>	
<b>Address:</b>	
<b>Home/Mobile Telephone:</b>	
<b>Student Classification:</b>	
<b>Department:</b>	

<b>Faculty Research Advisor:</b>	
<b>E-mail:</b>	
<b>Office Telephone:</b>	
<b>Department:</b>	

<b>Proposal Title:</b>	
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(not exceeding 50 characters)

<b>Amount requested:</b>	
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<b>Attach Proposal narrative:</b>	
<b>Attach References cited:</b>	
<b>Attach appropriate CITI training certificate.</b> If training is not yet completed, attach a document indicating completion plans.	
<b>Attach IRB or IACUC approval (if applicable):</b>	

**Application Checklist for Reviewers**

CHHS Student Research Application Form has been completed.	
Budget Form has been completed.	
Length of Proposal Narrative does not exceed three pages.	
Application e-mailed to faculty advisor and applicant	

**Budget Form**

ITEM	AMOUNT
A. Materials	
1. Office Supplies	
2. Classroom Supplies	
3. Laboratory Supplies	
4. Other	
Total Materials	
B. Travel	
1. Travel vital to project (data collection)	
2. Travel to present results	
Total Travel	
C. Equipment (specify)	
D. Participant Costs, Incentives (specify)	
E. Grand Total	
F. Total Advanced through other funds, i.e. Department charge card	
Outstanding Costs	
Monies requested through Department (other than Pro card charges)	
Monies requested through other sources, i.e. Grad Studies, External sources, (other than Pro card charges)	
Balance of costs due student	
ATTACH BUDGET JUSTIFICATION	

## Evaluation Sheet

Project Title: \_\_\_\_\_

	Heading	Value	Score	Comments
Introduction	Statement of significance of the study is included	3		
Objectives	Purpose and/or study objective (s) are clearly stated and measurable.	1		
	Research questions and/or hypotheses are well defined	1		
	Type of research project is included	1		
Methods and Procedures	Appropriateness of project setting	1		
	Appropriateness of sample size for statistical analyses (Power analysis)	2		
	Evaluation component is described including evaluation instruments	2		
	Proposed methods to analyze the data	2		
	The protection of human subjects or animals (if applicable) is addressed as well as copy of CITI training certificate is attached	1		
	Timeline is appropriate	1		
Outcomes	Anticipated outcomes and dissemination plans are described	2		
Budget	Costs are appropriate and justification is attached	2		
	Listed other sources of funding to cover total costs of project (if applicable)	1		
	Budget summation (Grand total) is correct and within the allowable amount	1		
Refs.	References are included	1		
Location	Location of the project is within the RGV (Hidalgo/ Cameron/ Starr/ Willacy)	3		
	Total possible points	25		