

# Grant Application Guidelines

## Overview

Undergraduate students who wish to conduct scholarly, research, or creative projects under the direction of a faculty mentor may apply for a competitive Students Engaged in Arts and Research (SEARCH) to fund a maximum of \$1,500 in research or creative expenses. Students may propose projects in any of the following areas:

- **Arts & Humanities:** common topics include creative writing, film studies, foreign languages, history, literature, performing arts, rhetoric, and visual arts
- **Behavioral & Social Sciences:** common topics include criminal justice, economics, education, health sciences, political science, public health, and psychology
- **Biological & Life Sciences:** common topics include medical research, molecular biology, and genetics
- **Computing & Engineering:** common topics include applied mathematics, civil engineering, computer science, and mechanical engineering
- **Physical & Natural Sciences:** common topics include chemistry, environmental science, geology, physics, and statistics

Applicants must submit a project narrative and a letter of support from a faculty mentor, as well as applicable supporting documentation related to research ethics compliance (IACUC, IBC, IRB, RSC, or HIPAA) and technology consult. Once the student clicks submit in the online application system, the application cannot be revised.

The Undergraduate Research Advisory Board will review only the materials received by the application deadline. Award decisions will be based primarily on the merits of the project, the quality and completeness of the proposal, and the educational benefit to the student. The amount of the award will be based primarily on the research and budget needs of the project.

## Important Dates

	<b>SEARCH 2024-2025</b>
Applications Open	June 1, 2024
Application Deadline	September 13, 2024, 5:00 p.m.
Award Notifications	October 2024
Presentation at Symposium	April 24, 2025
Expense Processing Deadline	May 2, 2025

## Guidelines

### SEARCH Grant Eligibility

Undergraduate students who apply for SEARCH grants should maintain full-time enrollment status at UMKC during the grant award period (fall and spring semesters). The UMKC Course Catalog states, "The minimum enrollment required for full-time status is 12 credit hours of coursework." If the applicant will not be enrolled full time during the grant period, the student should address the reason in their project narrative and/or the faculty mentor should address the reason in their letter of recommendation. Preference will be given to full-time students.

### Faculty Mentor & Student Expectations

All project proposals must include a full-time UMKC faculty member who will serve as a mentor to the student and oversee the project's completion. The faculty mentor must submit a letter of support to accompany the student's grant application.

The student should write the proposal, but may be guided by suggestions from their faculty mentor. As the student progresses, they should assume an increased role in the design and implementation of the project.

Should the student wish to receive academic credit for the project, the faculty mentor will coordinate enrollment in an appropriate course through their academic unit and the student's academic advisor.

The faculty mentor's academic unit will be responsible for administering disbursements of the grant funds through the MoCode provided by the Office of Undergraduate Research and Creative Scholarship.

### Grant Outcomes

Upon its completion, the project should lead to a well-defined product, e.g., a scholarly paper, a public presentation, a performance, an exhibit, or a work of art or literature.

All students who are awarded a SEARCH grant are expected to present their completed projects at the Annual Symposium of Undergraduate Research and Creative Scholarship in April.

### Research Ethics & Compliance

The safe, responsible, and ethical conduct of research is essential to the discovery and contribution of knowledge. Students should discuss their projects with their mentors to ensure that they adhere to ethical standards and to determine if their projects require review from one of UMKC's five compliance committees: The Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Institutional Review Board (IRB), Radiation Safety Committee (RSC), and HIPAA. Students should address any required review and approvals in the Project Narrative. Faculty mentors may want to address research compliance in their letter of support.

Students whose projects require review by a UMKC compliance committee must complete any required training (through the CITI Program) prior to the grant application deadline and must include the application submission date and anticipated approval date in the timeline of their Project Narrative.

## Budget

All project proposals must include a budget to cover supplies, equipment, and other expenses related to scholarly, research, or creative work. Budgets that include detailed line items for all expenses are more likely to be funded. Students should request only the funds necessary to complete the project, and some successful projects require as little as \$100 for poster printing. The maximum amount of the grant award is \$1,500. There is no minimum.

Students proposing a collaborative project should allocate expenses among the group as they and their mentor see fit, not to exceed the maximum of \$1,500.

Special budget considerations:

- **Technology:** Students requesting funds to purchase hardware or software should explain why their projects necessitate the purchase of IT resources not currently available on campus (e.g., computer labs, campus software licenses) and should include a signed IT consultation form (found at the end of this document) with their application. Faculty mentors may wish to address this in their letters of support.
- **Travel:** Students requesting funds to travel to conduct research should explain why their research cannot be completed in the Kansas City area. [SEARCH ONLY:] Students requesting funds to travel to present research at a conference or symposium should include details such as the status of their acceptance to the conference and the conference date. The budget should include line items for applicable travel expenses, such as conference registration, transportation, lodging, and meals.
- **Study Abroad:** Students whose project proposals will be completed during a Study Abroad Program should clearly describe how the proposed research project extends or complicates the study abroad experience. SEARCH and SUROP grants do not provide funding for activities and educational experiences that are routinely part of any Study Abroad experience.

Ineligible Expenses:

- Expenses not allowed by university policy
- Salary or wages

The Office of Undergraduate Research and Creative Scholarship will create a MoCode for the grant award and the faculty mentor's academic unit will administer the disbursement of funds. All university policies and accounting procedures apply to the grant award. Any durable equipment purchased with grant funds should be returned to the Office of Undergraduate Research and Creative Scholarship upon completion of the project. Any residual funds remaining at the end of the grant period will be returned to the Office of Undergraduate Research and Creative Scholarship and the grant MoCode will be deactivated.

## Project Narrative Format

### Formatting Guidelines:

- 1-inch margins
- 12pt, Times New Roman font
- Include each of the sections outlined below
- 3-page maximum length

Your project narrative must address the following areas:

- I. **Project Description:** Clearly explain the purpose of your project including a brief review of relevant research and scholarship; a description of your research question or creative inquiry; and the significance of your proposed research or creative project to the discipline. If your project proposal is to extend research that is already in progress, it is appropriate to include a description of your progress to date (with data, if applicable).
- II. **Methods:** Clearly describe how you plan to accomplish your project. Be as specific as possible. In writing-oriented projects, make sure the investigative approach or comparison you intend is part of a clearly focused discussion.
- III. **Time Schedule:** Provide a specific timetable for implementing the various steps of your research project. If applicable, include the application submission date for any research compliance committees (IACUC, IBC, IRB, RSC, or HIPAA).
- IV. **Student Background:** Identify the courses and other experiences that will enable you to accomplish this project. Give current GPA. Address the reasons for any exceptions to the eligibility requirements.
- V. **Importance to Student:** Explain why this project is important to you, and what role it plays in your development—personal, academic, and/or professional.
- VI. **Budget:** In as detailed a manner as possible, provide a budget to cover supplies, equipment, and other research or creative expenses. You should request only the funds needed to complete your project—keep in mind that some projects require as little as \$100 for poster printing. Maximum \$1,500.