



Provost Student Research Awards

Proposal Submission Deadline: 5:00 PM March 1, 2012

APPLICATION GUIDELINES

Purpose

The Provost Student Research Awards are designed to provide UTC students with a special opportunity to participate in original research with faculty members. This research is normally undertaken during the summer months, although academic year research may be approved with proper justification.

Priorities

A factor in making awards will be the extent to which applicants meet the following priority areas:

- The proposed research project is carefully designed and represents a significant contribution to the student's discipline.
- The proposal is clearly and persuasively written, and adheres to the guidelines in content and format.
- The student has demonstrated outstanding academic merit and has a proven ability to carry out the project tasks.
- The project will significantly advance the students educational and professional goals.

Eligibility

Full-time undergraduate and ¾ time or full-time graduate students in all disciplines are eligible to apply. Students are expected to develop the proposal with the support of a Faculty Sponsor and with the approval of the Department Head. Students may only submit 1 application per funding cycle.

Award and Duration

Awards will not exceed \$1,000. The start date for all projects will be May 1, 2012. The project period is expected to be 12 months (May 1, 2012 – April 30, 2013).

Use of Funds

Requested funds must be used solely to support the student's ability to carry out the requested research project. All costs must be reasonable and directly allocable to the proposed project.

Allowable costs include, but are not necessarily limited to, the following:

- Student wages and fringe benefits
- Supplies
- Minor equipment
- Travel
- Support Costs
- Operating expenses

How to Apply

Interested applicants should carefully review the application guidelines and write their proposals in close alignment with the required format.

A completed application package will include the following components:

- **Application Cover Sheet:** Available for download from the Office of Partnerships & Sponsored Programs website (www.utc.edu/grants).
- **Proposal Narrative:** Limited to 5 pages, double-spaced. Font should be 11 pt. or larger. Margins should be at least 1 inch on all sides.
- **Proposal Budget Worksheet:** Template available for download from the Office of Partnerships & Sponsored Programs website (www.utc.edu/grants).
- **Letters of Support/References** (optional): Should speak to the student's ability to meaningfully contribute to the proposed research project.

An electronic copy of the entire proposal, signed by the student, Faculty Sponsor, and Department Head should be submitted via email to the Office of Partnerships & Sponsored Programs by 5:00pm on March 16, 2012. Email proposals to opsp@utc.edu. **Proposals received after 5:00pm on March 1 can NOT be accepted under any circumstances and will be returned without review.** The submitted proposal should include scanned copies of the signed cover page, letters of support, and all required application components. In the event that you cannot create scanned copies, we will accept an emailed copy of the proposal accompanied by hard copies of signed documents. BOTH email and hard copies must be received by 5:00pm on March 1, 2012.

Proposal Review and Selection

All proposals will be reviewed by a selection panel composed of UTC faculty and administrators.

Each proposal will be evaluated using a 100-point scale aligned with the proposal narrative, budget, and supplementary documents. The panel will convene to discuss individual reviews and, as a panel, make one of the following recommendations: High (Fund at Highest Priority), Medium (Fund if money is available), and Low (Not recommended for Funding).

Awardees will be notified of selection by March 31st, 2011.

Reporting Requirements

Awardees will be required to submit a brief final project report to the Office of Partnerships & Sponsored Programs within 30 days of project conclusion.

The final report should include the following elements:

- Degree to which project achieved goals/outcomes.
- Explanation for any obstacles encountered and discussion of any goals/outcomes where progress or achievement has not been realized.
- Description of how the project has benefited the student's educational goals.
- Publications and presentations resulting from the project.
- Financial report correlating project expenditures with proposed budget.

Award Mechanism

The award will be transferred to the student's departmental account. Faculty sponsors must work with their departmental Administrative Assistant and Department Head to ensure that funds are used for grant purposes only, in accordance with the approved project budget.

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PSRA Timeline

Request for proposals released	January 23, 2012
Proposals submitted to the Office of Partnerships & Sponsored Programs	5:00pm-March 1, 2012
All applicants notified of final decision	March 31, 2012
Awards announced at UTC Research Day	April 4, 2012
Project Start Date	May 1, 2012
PIs secure IRB or IACUC approval (if required)	ASAP after awards are announced
Final Report due to Office of Partnerships & Sponsored Programs	ASAP after project completion. No later than June 1, 2013.