**SAU Undergraduate Research Application Procedures and Guidelines**

Application Periods (2022–2023)

1. Fall September 23–October 31
2. Winter January 15–February 15
3. Spring March 15–April 15

Eligibility: Full-time SAU Magnolia undergraduates, sponsored by a full-time SAU faculty member with at least 50% teaching duties.

Types of Awards: Research Grant: Travel, supplies & services — $1250 maximum

Fiscal Periods: The fiscal year runs from July 1 through June 30 the next calendar year. Undergraduate awards must be spent by the end of the current fiscal year (i.e., June 30, 2023).

Role of Research Committee:

Applications are evaluated by the Research Committee. The mission of the committee is to review, recommend, and/or propose research activity which is of interest to Southern Arkansas University. Membership consists of a chair, appointed by the president from the committee membership, four faculty (one from each college), and two students. Ex officio (non-voting) members include the Director of Continuing Education, the Dean of the School of Graduate Studies, a liason to Faculty Senate and a liason to Staff Senate. The committee encourages faculty, undergraduate, and graduate researchers. It also publishes a Research Newsletter and sponsors a Faculty Research Conference.

Role of Vice President for Academic Affairs:

The Vice President for Academic Affairs receives recommendations from the Research Committee and approves/disapproves funding of research projects.

Appeals:

Researchers turned down for funding may request a meeting with the Research Committee for the purpose of appealing. Applicants may subsequently appeal to the Vice President for Academic Affairs and afterwards to President.

Recipient Accountability:

Written reports are required of all recipients of research funds within one year of the award. In addition, recipients are required to present their research at an SAU Research Conference or at an academic conference. Publication of the research in a peer-reviewed scholarly journal or book will also demonstrate accountability on the part of the recipient.

Research Committee Guidelines for Evaluation

1. SAU support for research is available for basic or “pure” research, whose primary purpose is to increase knowledge or contribute to scholarly dialogue, and for applied research, whose primary purpose is to help solve specific problems related to the economic and educational needs of southwest Arkansas. Such proposals may include projects dealing with the problems of schools, businesses, industries, farms, etc. of the area served by the University.

2. Allowable expenditures include minor items of equipment, expendable supplies, travel necessary for the conduct of research, postage expenses, xerography, microfilming, computer costs, inter-library loan charges, library materials not available on inter-library loan or through departmental purchase, secretarial-research assistance, faculty stipends and release-time, and publication subventions.

Grant applications may include requests for funds to present the results of grant-supported research at an academic conference. However, the purpose of the research budget is to support the research process itself, as opposed to the presentation of its results. Thus, a funding request for travel to deliver a presentation at an academic conference originating from an SAU research award may not exceed $500 for a research project. This maximum amount per project can be divided among a team of researchers No more than a one grant request per project will be awarded to support attendance at an academic conference.

3. Basic research proposals deemed likely to lead to early scholarly publication or presentation at a scholarly meeting will be given high priority in funding as will applied research proposals deemed likely to lead to early implementation of improvements in schools, businesses, and similar local institutions in southwest Arkansas.

4. In cases where the budgets of all approved applications exceed available funding, priority will be given to projects nearing completion. Thereafter, priority in funding will be given according to the following criteria, which are ranked in order of importance:

1. Previously approved, but not funded, applicants who have resubmitted proposals.
2. Applicants who have never received an SAU research grant.
3. Applicants with a record of meeting research and publication predictions made previously in grant applications.
4. Quality and originality of proposal.
5. Contribution to widest public recognition of scholarship at SAU.
6. Awareness of published literature and current research related to proposed research.
7. Feasibility of attaining objectives during life of proposed research.
8. Justification of budget support requested in relation to objectives and procedures.
9. Lack of potential for support from outside sources.
10. Earliest date of submission of grant application.

5. Proposals that are designed to research the general techniques of improved teaching and that will be submitted for publication at scholarly meetings or implemented in public schools in southwest Arkansas are eligible for funding. Proposals that are designed specifically to improve teaching in SAU classrooms only and are not intended for wider presentation, publication, or application are not eligible for funding.

6. Proposals designed specifically to complete research requirement of a terminal degree program in which the sponsoring faculty member is enrolled are not eligible for funding.

7. Proposals designed to provide direct support to commercial ventures, such as textbook publishing, patenting of inventions, etc. from which faculty would immediately profit are not eligible for funding. Scholarly publication of original research is not to be considered a commercial venture.

8. Members of the Research Committee are eligible to receive funding for their students’ research proposals but must recuse themselves from the evaluation process and meetings of the committee in which these applications are considered.

9. No more than one research proposal may be submitted during each application period. No more than one proposal may be funded in any fiscal year, except in cases where the research previously funded in that year has been completed and a final report has been submitted to the Research Committee.

10. A single research proposal is eligible for funding for no more than two consecutive semesters.

11. Funding from non-SAU sources for a project receiving an SAU research award must not duplicate SAU funding.

12. Undergraduates receiving a research grant must work under the direct supervision of a fulltime SAU faculty member who will be responsible for administering the grant.

13. Applications must be complete in all sections, including such elements as a bibliography of similar research and a fully developed survey instrument for proposals gathering opinion data. It is expected that applicants will have undertaken prior work on their research project before applying for funds, and that a complete application will reflect that prior work. Incomplete applications will be returned by the committee to the applicant

14. Failure of research award recipients to comply with Research Committee policies and procedures, especially those related to reporting requirements, may result in their ineligibility for research funding.

SAU Undergraduate Research Application Form

Submit an original hard copy of the application with signatures and one digital copy via email to the Research Committee Chair by the deadline. **Do not include the guidelines for applications with your submissions.** Signatures are not required on the emailed copy. Alter the application form as needed for spacing answers, but please duplicate the form’s format and language.

1. applicant’s Name, Major and Year of Study:
2. Research Title:
3. Description of Research: Include specific objectives.
4. Research Rationale: Include research relationship to, and a selected bibliography of, similar research.
5. Research Design: Include how objectives are to be attained, the procedures of implementation, and citation of professional reference sources for the research design to be used.
6. Preliminary Research Findings: Include previous findings.
7. Expected Results: Include name of specific journal, scholarly meeting, or institution of implementation in which research results will appear.
8. Time Schedule: Provide a detailed schedule of work, including projected completion date of research.
9. Researcher’s Qualifications: Attach a curriculum vitae listing previous publications and grants received, if any.
10. Other Research Sponsors: Include names of other sponsors to which this proposal has been or will be submitted and indicate specifically how it will not receive duplicating funds and/or will not provide a combined salary stipend from SAU and other sources greater than the applicant’s current academic year salary rate calculated monthly.
11. Detailed Budget

Budget Category Explanation of Cost Per Item Totals

Travel, Equipment, Supplies, Services (Explain each item requested in detail.) Maximum grant is $1250.

A. Travel: (Explain in detail mileage, form of transport, etc.)

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B. Minor Equipment

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C. Expendable Supplies

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D. Xerography/Microfilming

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E. Publication Subvention

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F. Computer Costs

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G. Inter-Library Loan

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H. Library Materials

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I. Postage

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TOTAL COST $ \_\_\_\_\_\_\_\_

12. Research Applicant:

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Name Date

13. Sponsoring Faculty Member

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Name Date

14. Department Head and Dean of Applicant: (The requirement to obtain signatures of these administrators is not to secure their approval but merely to inform them of the applications)

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Department Chair Date

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College Dean Date

15. Research Committee Recommendation (Ex officio members do not vote).

APPROVE: \_\_\_\_\_\_\_ DISAPPROVE: \_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

16. Vice President for Academic Affairs

APPROVE: \_\_\_\_\_\_\_ DISAPPROVE: \_\_\_\_\_\_\_

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Name of VPAA Date

Evaluation Form for Research Application

Name/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Applicant’s Conformity to Guidelines:

\_\_\_\_\_Within Guidelines \_\_\_\_\_Deviates \_\_\_\_\_Doesn’t Conform

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Criteria | Score Possible | Score | Comments |
| 1. Quality of Proposal | 0-15 |  |  |
| 2. Originality | 0-15 |  |  |
| 3. Early Publication  or Presentation | 0-15 |  |  |
| 4. Contribution to  Widest Recognition of SAU | 0-15 |  |  |
| 5. Feasibility of Attaining Objectives | 0-10 |  |  |
| 6. Awareness of Literature and Current Research | 0-10 |  |  |
| 7. Justification of Budget in Relation to Objectives | 0-10 |  |  |
| 8. Potential for Outside Support | 0-5 |  |  |
| 9. Applicant Never Receiving SAU Research Award (new grant=5; prior grant=0) |  |  |  |
| 10. Previously Approved but not Funded; earliest date of submission (to break tie only) |  |  |  |
| OVERALL RATING  TOTAL SCORE | 100 |  | Place extended comments on back |