Sam Houston State University
College of Sciences (COS)
Undergraduate Research Awards

About the Program and Application Instructions

Purpose:

The purpose of the COS Undergraduate Research Awards program is to encourage the participation of undergraduate students in scholarly research. Funding is intended to support undergraduate students working on a research project under the supervision of a faculty mentor. The award is designed to help defray expenses associated with conducting and presenting research at professional conferences at the local, regional, or national level.

Eligibility:

Full-time undergraduate students currently enrolled as a major in any program in the College of Sciences with a GPA of 3.0 or higher are eligible to apply. Awards are typically given to juniors and first-semester seniors.

Funding:

Funds can be requested to defray students' expenses associated with conducting research, such as approved travel to conduct fieldwork outside of Huntsville, data acquisition, human subjects costs, specialized supplies or materials, small equipment purchases, or computer software not presently available on campus. Projects requiring capital equipment purchases must seek external funding. Students who do not have any research-related expenses may request a small stipend. Typical award amounts range from $500-$1,500.

Funds can also be requested for approved travel to present research at a professional conference, including registration fees, transportation, and/or accommodations. Students can request up to $500 for travel to local, state, and regional conferences and up to $1000 for national and international conferences.

All purchases will be made by the student's major department. These purchases must be made according to the purchasing regulations for research funds as established by the State Board of Control. Equipment purchased with research funds is the property of Sam Houston State University and will be retained by the student's major department upon completion of the project. All travel will be reimbursed upon completion of appropriate travel forms and submission of receipts. If the student is unable to pay for travel in advance, the faculty mentor may be able to do so and receive reimbursement if the appropriate travel forms have been completed.

Note – All Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) protocols must be completed before funds will be distributed. IRB and IACUC guidelines are available on the Office of Research and Sponsored Programs website at http://www.shsu.edu/~rgs_www/.

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Selection:

Awards to conduct research will be granted by a competitive selection process. Applications will be evaluated, prioritized and selected by an interdisciplinary committee composed of faculty from each department in the College of Sciences based on the feasibility and significance of the project. If funding is limited, preference may be given to applicants who have not previously received an award.

Outcomes:

Upon completion of the research and/or conference presentation, all students will be required to submit to the Dean's office (Attn: Anne Gaillard, Associate Dean) a one-page PDF document that briefly describes the process and findings/results of the research. These reports will be made publicly available on the COS website; therefore, they should be well-written for a lay audience.

All students receiving an Undergraduate Research Award will be required to present their research at the Undergraduate Research Symposium, hosted by the Elliott T. Bowers Honors College each spring. Students receiving an award to conduct research are also encouraged to re-apply for funding to travel to and present their research at a professional conference.

Any presentation or publication of research must acknowledge the support provided by SHSU COS.

Application Instructions:

Please pay careful attention to these guidelines. Incomplete applications and those that do not meet the guidelines will be rejected. All application materials – including scanned copies of the signature page and the faculty mentor's letter of support – must be completed online at https://cmt.research.microsoft.com/COSURA2014/ by 5:00pm on Friday February 14, 2014. No late materials will be accepted.

Applications for a Research Award:

In addition to completing the online form, students should prepare the following documents to be uploaded to the form during the submission process (you may upload each file separately or all documents combined in a single PDF):

- A scanned copy of the cover page including an interdisciplinary summary of the project (i.e. clearly explain the project in non-specialist terms) and signatures from both the faculty mentor and the major department chair.

- A proposal narrative consisting of no more than 4 single-spaced pages with 12-point font and 1-inch margins and including the following sections: 1) Background

and history of the project, 2) Project objectives, 3) Methods/approach and projected timeline, 4) Significance of results, and 5) Works cited.

- A scanned copy of the faculty mentor's letter of support that addresses the student's qualifications, including GPA, stage in academic career, previous coursework or research experience, etc.

Applications for a Travel Award:

In addition to completing the online form, students should prepare the following documents to be uploaded to the form during the submission process (you may upload each file separately or all documents combined in a single PDF):

- A scanned copy of the cover page including an interdisciplinary summary of the project (i.e. clearly explain the project in non-specialist terms) and signatures from both the faculty mentor and the major department chair.

- A scanned copy of the faculty mentor's letter of support that addresses the student's qualifications, including GPA, stage in academic career, previous coursework or research experience, etc.