

Undergraduate Research Faculty Grant

The mission of the Office of Undergraduate Research is to foster an undergraduate research community that promotes, enhances, and expands undergraduate research opportunities for all students at Virginia Tech. Our vision is to provide undergraduate research opportunities for all students, in all fields of study, beginning their first year through a capstone experience. Undergraduate research experiences at VT should support the Beyond Boundaries model of the VT-shaped student and: 1) provide hands-on, minds-on experiences that apply and demonstrate the relevance of disciplinary coursework, 2) build marketable interdisciplinary skills such as critical thinking, collaboration, creativity, problem solving, and communication, and 3) cultivate a sense of purpose, motivation and a commitment to the public good through research.

Based on the May 2017 report entitled "Beyond Boundaries: Experiential Learning in Support of a VT-Shaped Education at Virginia Tech", six essential elements were identified as being critical to any experiential learning activity, including undergraduate research:

- a preparatory experience
- mentoring
- growth through authentic experiences
- a product that synthesizes, communicates, and shares the learning experience
- reflection on the experience (through a journal, blog, portfolio, etc)
- accessibility to broaden participation and diversity

The main goals of the Undergraduate Research Faculty Grant Program are to:

1. Increase student access to genuine undergraduate research opportunities, and
2. To widen the breadth of opportunities and participation across majors.

This grant program will provide funding up to \$10,000 each to individual faculty, teams of faculty, or departments, to facilitate the development of novel programs that aim to scale undergraduate research for VT students as described above, through projects such as, but not limited to, course embedded undergraduate research experiences, scaffolded mentoring to facilitate large-scale research projects, or development of a comprehensive summer undergraduate research program. Please note that this program is not intended to provide funding for individual student research projects. Proposals are now being accepted through November 1 at 5pm, with awards being announced by December 1, to fund projects that must be completed within FY24 (by June 30, 2024).

At the completion of the proposed Undergraduate Research Project, grantees will be required to report on the project and its participants, lessons learned, participant gains, any plans to scale activities further, and discuss plans for sustaining the funded (proposed) activity. Awardees may be called upon to share their project experience and outcomes with the VT community at events such as the annual Mentoring Undergraduates in Research workshop.

Please email Keri Swaby at kswaby@vt.edu with any questions.

* This form will record your name, please fill your name.

Applicant Information

In this section, you will provide applicant contact and grant information.

1. Primary Applicant Full Name *

2. Primary Applicant College *

3. Primary Applicant Department *

4. Primary Applicant Phone Number

5. Primary Applicant VT Email *

6. (Optional) Full names of any others involved in work

Undergraduate Research Outcomes

In this section, mark each essential element that your proposed work will include.

These could change in the progress of your work, but mark as best you can at this point in time.

7. Indicate which of the following essential elements your project will include.

- ☐ A preparatory experience
- ☐ Mentoring throughout
- ☐ Growth through authentic research experience
- ☐ A product that synthesizes, communicates, and shares the learning experience
- ☐ Reflection
- ☐ Accessibility

Grant Proposal Description

In this section you will walk through the details of the proposed work.

Goals of the 2023-24 Undergraduate Research Faculty Grant Program:

1. Increase student access to genuine undergraduate research opportunities, and
2. Widen the breadth of opportunities and participation across majors.

8. Title of your proposal *

9. Please provide a short summary/overview of this proposed work (2-3 sentences). *

10. How does your proposed work align with the goals of the Undergraduate Research Faculty grant program (i.e. how will your proposed project activity scale or increase access to undergraduate research?)? *

11. Describe the structure of your proposed project activity. Please be as specific as possible. *

12. How is this project activity different from existing programs? *

13. Why are new resources needed to support the development or delivery of this program, course, or activity and what existing resources are being leveraged? *

14. What particular students and how many do you anticipate engaging in this activity (majors and academic rank) and why was this specific student population/group chosen for this program? *

15. Describe your current and prior experience engaging and mentoring undergraduates in research. Include similar information for your team members or department, if applicable. *

16. What do you anticipate your students gaining from engaging in this activity? *

Budget

Please provide your anticipated budget by listing relevant expenses in each of the categories below. For each category describe each expense and list the estimated cost. Provide a budget total for each category.

17. Describe all personnel expenses in detail (list each anticipated expense; please note that this funding may not be used to pay undergraduate research fellowships but can be used for student wages)

18. Describe any equipment/supply expenses (list each anticipated expense)

19. Describe any travel/professional development expenses (list each anticipated expense)

20. Total amount requested in this proposal (\$) *

Financial Logistics

Please note that if you are awarded a grant, funds will be transferred to your department and must be used during FY24 (before June 30, 2024).

21. What is the name of the financial manager responsible for handling the transfer/spending of these funds? *

22. What is the email address of the financial manager responsible for handling these funds? *

Commitment Section

In this section, you will first commit to the expectations of grant awardees. Next, you will upload a letter of support.

Awardees must commit to completing an end-of-program report and be willing to share their project information and outcomes with the VT community at events such as the annual Mentoring Undergraduates in Research workshop (typically scheduled before spring classes begin in January).

23. Awardees must commit to all of the following to receive funding: *

- ☐ Sharing project information and outcomes with the VT community upon request.
- ☐ Submission of a brief report by August 1.

Letter of Support

Upload a letter of support (word or pdf format) signed by the Department Head, College Dean, or Institute Director most pertinent to the proposed project or lead faculty.

This letter of support should include the following:

- a commitment to supporting the applicants' time and efforts to complete this work
- a commitment to offering support to continue the activity upon completion of the work, if possible

Office Forms allows you to submit this form and edit it up until the deadline. HOWEVER, you can only upload this on your FINAL submission. A proposal missing this letter will be deemed incomplete.

24. Support Letter Upload (signed by Dept Head, College Dean, or Institute Director)

 **Upload file**

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF

25. Optional: Supplementary Support Letter Upload (optional, if needed; for example, if partnering with another academic unit)

 **Upload file**

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, PDF

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