2012-2013 APPLICATION INSTRUCTIONS

UNIVERSITY RESEARCH AND SCHOLARSHIP COUNCIL (URSC)
STUDENT RESEARCH GRANT PROGRAM

The Student Research and Scholarship Grant (SRSG) is competitive and provides up to $500 to advance a specific scholarly project. SRSG deadlines occur three times per fiscal year (April 15, October 15, and January 15). Decisions will be made two weeks following the application deadline. Students are only allowed to receive one SRSG per fiscal year. The size of SRSG awards varies, depending upon the availability of funds, the number of high-quality proposals received, and the size of requests. Eligible expenses include, for example, equipment, supplies, or services as required to conduct the research. SRSG funds cannot be used for student stipends, conference travel, general purpose computer equipment, or general purpose software. Special hardware or software, if strongly linked to the proposed project, will be considered, but must be explained as such.

SRSG Eligibility

Applicants:
- SRSG applicants must be enrolled full-time at Regis University.

Awardees:
- To ensure continued eligibility for SRSG support, SRSG awardees MUST present their scholarly product at the spring research symposium. Failure to do so will result in loss of eligibility for URSC funding in the next fiscal year.

Review Process

URSC is composed of a multidisciplinary group of scholars from across the University. Your proposal must be written so that all members of the committee can readily understand it. Avoid using technical jargon. A nontechnical description of the project is critical to communicating your ideas.

Proposal packets are distributed and reviewed by all members of URSC. The chair of URSC will designate a primary reviewer for each proposal packet. The primary reviewer is responsible for presenting the proposal to the entire committee. All committee members will read and rate all proposals.

See **Review Rubric** for a table identifying the primary review criteria and their respective weights.

Questions about the Application Process

Direct your application questions to URSC@regis.edu.

URSC RESEARCH AND SCHOLARSHIP GRANT APPLICATION INSTRUCTIONS

Submission Instructions and Deadlines: Submit your application to Valerie Schreiber (vschreib@regis.edu) in the Office of Academic Grants no later than 4:00 p.m. on the deadline date. Incomplete or ineligible applications will be returned without review. Deadlines are: January 15, April 15, and October 15 of each year.

A complete URSC research grant application consists of the following items in the order listed below.

1) URSC Cover Sheet

2) Abstract
   Provide a 250 word abstract written for a non-specialist audience and suitable for general publication. State clearly how the proposed work and expected outcomes relate to larger issues in the humanities or sciences.

3) Project Description
   The project description must be no more than four single-spaced pages. The project description must be written in such a way that scholars outside of your discipline can readily understand it. Use these headings in order:

   a) Research/Scholarship Objectives
      State and elaborate on the specific aims of the proposed work (for example, to test a stated hypothesis or challenge an existing paradigm).

   b) Background and Significance
      Provide a short literature review and a clear and concise explanation of the project and its value to scholars in the humanities or the sciences, as appropriate. State how knowledge or practice in your area will be advanced if the project objectives are achieved.

   c) Relation to Applicant's Work in Progress and Long-term Goals
      Briefly describe how the proposed work relates to previous courses you have taken at Regis and how it will further your educational and career goals.

   d) Research/Scholarship Methods and Work Plan
      Explain the methods you will employ in this project. Describe how the central research question(s) will be approached and how potential difficulties will be resolved. Describe the tasks to be undertaken with a prospective timeline. For the humanities, it is still critical that a comprehensive description of the research/scholarship methods is provided.

4) Include a letter of support for this project from your faculty sponsor.

5) URSC Project Budget (use the form provided) including budget justification. Each component of the budget request must be explained fully.

a)

REVIEW RUBRIC

Application Component	Criteria	% Weight
Abstract	• Is the abstract clearly written and does it help a non-specialist understand how the proposed work and expected outcomes relate to larger issues in the humanities or sciences?	
Research/Scholarship Objectives	• Are the specific aims of the proposed work clearly stated and comprehensible to a **non-specialist reader?** • Given the project period and requested support, are the research/scholarship objectives reasonable and attainable? • Given the project period and requested support, would accomplishing the stated research/scholarship objectives be a significant achievement or represent a meaningful advance?	20
Background and Significance	• Does the application persuade the **general reader** that the issues addressed by the project reflect significant scholarly concerns and/or address important and timely developments in the applicant's field? • Does the application clearly describe how the proposed work may advance knowledge or practice in the field? For example, does the work address gaps in the literature, advance the state of scholarship, or add value in some other way? • Does the application help **non-specialist readers** relate the work to larger concerns (e.g., environment, health, technology, economy, culture, society)?	25
Relation to Applicant's Work in Progress and Long-term Goals	• Does the proposed work strongly relate to and advance the applicant's work in progress and long-term goals? • If the proposed work is a divergence from the applicant's existing research/scholarship, does the application persuade the reader that this new work is well justified, reasonable, and likely to benefit the applicant's scholarly career by opening a new area of significant investigation? Is it likely that the applicant could sustain the new work through extramural support? • If preliminary work has been completed, is the proposed work likely to meaningfully advance the applicant's larger program of research/scholarship? How? For example, will this project strengthen future extramural applications or lead to publications? • If preliminary work is proposed, are the expected results likely to provide meaningful support to a larger program of research/scholarship? How?	15
Research/Scholarship Methods and Work Plan	• Are the experimental, interpretive, descriptive, analytical, or other proposed research/scholarship methods clearly articulated and sufficiently detailed that an informed, non-specialist reader can understand how the applicant will actually conduct the proposed work? • Does the application persuade **general readers** that the proposed methods are reasonable, appropriate, and likely to result in the accomplishment of the research/scholarship objectives? • Does the work plan state realistic milestones for completing the tasks required to achieve the research/scholarship objectives? • Is the project likely to result in a competitive extramural application(s) within the next 24 months? • **For the humanities, it is still critical that a comprehensive description of the research/scholarship method is provided.**	30
Budget Justification	• Are the proposed expenditures clearly stated and reasonable? • Do the proposed expenditures strongly correlate with the achievement of the stated research/scholarship objectives?	10
Total		100