Student Research Grant Program Guidelines

Program Overview
The Student Research Grant (SRG) program is intended to support students in covering the costs of faculty-mentored research and creative projects for which other funding sources are not available. Funding for the SRG program is limited, and awards will be made on a competitive basis.

Eligibility
To be eligible to apply for a grant, a student must be enrolled as a full-time EKU student in an undergraduate or graduate degree program. Each student may receive only one SRG award per project and may receive support for no more than one project per competition.

Funding Guidelines
Most awards are expected to be less than $500, but funding requests of up to $1,000 will be considered with appropriate justification. Awards may cover the following types of expenses:

- **Materials and Supplies** – Students may request materials and supplies that directly support the proposed project. The University has pricing contracts with ThermoFisher Scientific and Staples, and items that are not available from these vendors may be purchased through other vendors (i.e., Amazon) as necessary. Software that is required for research purposes and not otherwise available through the University is allowable only to the extent that the cost can be incurred as a one-time expense for a pre-paid term of up to one year and with approval from EKU IT. Software and other non-consumable items purchased with SRG funds that can be used beyond the student's project will be property of EKU and may be used within the faculty mentor's department in support of research and instructional activities.
- **Travel** – Students may request funding for reimbursement of travel expenses necessary for data collection and/or dissemination of research results in accordance with the University's standard travel policy and rates. All travel must be completed by June 30, 2022 with reimbursement requests submitted by July 5, 2022.

Unallowable costs include salary and wage support for students, faculty, or other employees; external consultant contracts; educational resources that are not necessary for the proposed research; and agreements for recurring costs.

Applicants are expected to demonstrate good stewardship in funding requests and request only items required to successfully complete the proposed project or share the project's results. Purchases on awarded grants will be processed through Sponsored Programs with items ordered on students' behalf based on the approved budget. Funds may not be used toward previously incurred expenses, and with the exception of approved travel expenses, reimbursement will not be available for direct student purchases.

Application Requirements
The application consists of a single file prepared from a template that includes the following parts:
1. General Information: Part 1 requires general information about the applicant and the proposed project.
2. Project Description: Part 2 requires a project description that is limited to 500 words in length. The project description must provide an overview of the proposed research, explain the project's significance to the applicant's professional goals, justify the planned use of funds, and describe plans for the dissemination of research results.
3. Budget: Part 3 requires details on project expenses, including links to items requested.

Formatting Requirements
The application form is formatted with form fields and must not be altered. Applicants are responsible for ensuring that any text copied and pasted into the application form is formatted in compliance with the template's formatting. When pasting text into the application, applicants are encouraged to right-click and select "Keep Text Only" to preserve the template's formatting.

Application Submission Process

Applications will be accepted online through InfoReady Review only. The application window will open approximately 30 days prior to the submission deadline and will close at 4:30 PM on the day of the deadline. To submit an application, students must follow the steps below:

1. Access the link to the current competition from the Sponsored Programs website and click the "Apply" button in the right sidebar.
2. Click the button to log in as an EKU user.
3. Log in with EKU credentials (email address and the password used to log on to the EKU network).
4. Complete the basic information fields, including the name and email address of the faculty mentor.
5. Upload the application file as an attachment.
6. Click the Submit button.

Applicants will receive a submission confirmation by email and then another email when the submission has been accepted or returned for updates. If an application is returned for updates, it must be resubmitted by 4:30 PM on the day of the deadline in order to be processed for review.

Application Review Process

SRG awards will be made on a competitive basis. For the initial competition, a total of $14,811 is available for multiple awards. Upon submission, applications will be reviewed by Sponsored Programs for compliance with the application guidelines. Applications that are not in compliance with the guidelines will be returned to the applicant for revisions. Revised applications must be resubmitted by the application deadline. Applicants are encouraged to submit several days prior to the deadline to allow time for any needed corrections; no exceptions will be made for late submissions.

Upon acceptance, each application will be routed for endorsement by the student's faculty mentor and then processed for competitive review. For the initial pilot program, an ad-hoc committee composed of faculty with student research mentoring experience will serve as reviewers. Each application will be reviewed by at least three faculty and scored according to the following ratings: 0=not recommended for funding, 1=recommended for funding with low priority, 2=recommended for funding with medium priority, and 3=recommended for funding with high priority. Following the scoring process, applications will be ranked in priority funding order. Applications that score below the funding threshold based on the total funding available will not be funded.

Grant Award Process

When a new SRG grant is awarded, the student and faculty mentor will receive a notification by email. If the research involves the use of human or animal subjects, IRB or IACUC approval will be required prior to expenses being authorized.

Student awards will be managed by Sponsored Programs with purchases for approved items made on behalf of students. For awards with approved travel expenses, students will receive instructions for requesting reimbursement. Award amounts will be recorded through the University's Office of Student Financial Assistance and will be reported as financial aid awards with corresponding expenses. Students may contact the Office of Student Financial Assistance with any concerns regarding the impact of an SRG award on their overall financial aid packages.

Compliance and Reporting Requirements

Human Subjects: EKU Policy 4.4.12: Human Subjects in Research governs the use of human subjects. Projects that involve the use of human subjects must have approval from the Institutional Review Board (IRB) for the Protection of Human Research Subjects prior to accessing awarded funds.

Animal Subjects: EKU Policy 4.4.13: Humane Care and Use of Animals in Research and Teaching Activities governs the use of animal subjects. Projects that involve the use of animal subjects must have approval from the Institutional Animal Care and Use Committee (IACUC) prior to accessing awarded funds.

Intellectual Property: EKU Policy 3.2.1: Intellectual Property determines ownership for copyrights and inventions.

Dissemination Expectations and Acknowledgement of Support: Students whose research is funded by the SRG program are expected to share results in accordance with the dissemination plans described in the application. Plans may include publications in the Kentucky Journal of Undergraduate Scholarship, presentations at the University Presentation Showcase during Scholars Week, and dissemination through other journals and events. Acknowledgement of support from the University's SRG program is required for publications or presentations.