**2022-2023 - BEMIDJI STATE UNIVERSITY**

***UNDERGRADUATE RESEARCH, SCHOLARSHIP, or CREATIVE ACTIVITY AWARD (URSCAA) PROGRAM***

**OVERVIEW AND GUIDELINES**

Bemidji State University is pleased to announce the availability of funding to support the **U**ndergraduate **R**esearch, **S**cholarship or **C**reative **A**ctivity **A**ward. The purpose of this **URSCAA** program is to allow undergraduate students to obtain funding to offset the costs associated with doing research, scholarship or creative activities undertaken at BSU.

**Terms of Award**

The awarded funds must be expended by June 30th, 2023; however, exceptions may be made based on project parameters. Before work can begin on projects that involve the study of humans or animals, awardees must obtain approval from the *Institutional Review Board* (IRB) or the *Institutional Animal Care and Use Committee (IACUC)*. Questions regarding IRB should be directed to George McConnell, George.McConnell@bemidjistate.edu, School of Graduate Studies, (218) 755-2027. Questions related to IACUC should be directed to Jenna Trisko, Jenna.Trisko@bemidjistate.edu, Grants and Sponsored Programs Office, (320) 267-5177.

Any publication (report, presentation, article, etc.) resulting from an URSCAA must carry an acknowledgment that the project was carried out with support from the Bemidji State University ***Undergraduate Research, Scholarship, or Creative Activity Award*** program.

All equipment purchased under the URSCAA becomes *the sole property of the University,* and for property control purposes, is assigned to the department in which the awardee holds their appointment.

Award funds must be expended for the purposes described in the proposal and subsequent project budget, and in accordance with applicable University regulations and procedures. All unspent URSCAA award funds after the period covered by the award will revert back to the Grants and Sponsored Programs Officer for redistribution; *no extensions will be granted*.

Students are highly encouraged to present their projects at the Student Achievement Conference the academic year they receive funding or submit a brief report summarizing project results including any details regarding expenditures.

**Guidelines**

The maximum award amount per project is $500. Funding can be devoted to activities in a single semester or spread out over the full academic year. **Students receiving funding through this program are required to work with a faculty mentor.** A project should be a substantially independent endeavor of the student even if it is closely related to an ongoing faculty project. ***All forms of research, scholarship, and creative activity are encouraged.***

Students working on grant-funded projects may request support if they can demonstrate clearly that their research is **not** already supported by external funding. To be eligible, the proposed activity should be undertaken in collaboration with a BSU faculty member who will mentor the student as they complete their project.

***Applicants must be:***

* Enrolled BSU undergraduate students with at least sophomore standing (completed 30 credits).
* In good academic standing with a cumulative GPA of 2.75 or better. The student must remain in full-time status at BSU for the entire duration of the project.
* Students must submit completed applications and receive approval prior to expending any awarded funds.
* In cases of group projects, each student in the group must meet the eligibility requirements.
* Submitted applications must include a brief (1 page) faculty mentor statement of support with faculty signature.

**Preparing the Application**

Project proposals should be written using language that may be understood by non-specialists and focus on the learning experiences of the undergraduate student(s). Avoid highly technical jargon as project descriptions will be reviewed by an interdisciplinary panel of faculty.

Any application attachments must be prepared using a 11point or larger font on 8 ½" x 11" paper with 1" margins. Handwritten materials will not be accepted.

Each student participating in the proposed project will need to complete a cover sheet and include the following attachments: A) Cover Sheet (one for each student), B) Project Description, C) Budget, and D) Faculty Mentor Statement of Support. **Please note that attachments B – D combined should not exceed 5 pages.** The online application submission portal can be found on the BSU Grants & Sponsored Programs webpage under the **Undergraduate Research Funding** tab or go to https://www.bemidjistate.edu/offices/grants-sponsored-programs/grants-sponsored-programs/undergraduate-research-funding/

**All application materials should be submitted as a single Word or PDF file.**

Details of each attachment are outlined below.

1. Cover Sheet: one sheet submitted per student participating in the study. Copy of cover sheet is included with this document.
2. The Project Description should include:
   1. Background: Provide brief introductory information about the subject area, understandable to a non-expert.
   2. Value of the project to you: How does this work fit into your academic discipline, interests, or scholastic/career goals
   3. Aims, objectives, or rationale of the project: Goals and objectives of project are clearly stated. Project description thoroughly articulates how objectives will be achieved.
   4. Brief description of plan (e.g., creation of summary report, publication, presentation at Student Achievement Conference, etc.): Timeline to complete activities aligns with project objectives and is attainable; Anticipated outcomes and/or deliverables are addressed and reasonable based on project methodology.
3. Budget: provide an outline/narrative of how the funding will be used, including a justification for budget items.
4. Faculty Mentor Statement of Support: brief signed letter by faculty mentor to the review committee highlighting the student(s) capabilities to successfully carry out project activities. Faculty mentors should also indicate that they agree to monitor activities and budget expenses and support the student(s) throughout the project.

Applications must be submitted by **5pm on Monday, October 31st, 2022.** Award decisions are expected within three weeks of the submission deadline.

The proposals will be reviewed by a committee of faculty representing all three academic colleges, staff, and administrators. Bemidji State University Business Services will be responsible for monitoring award funding for adherence to Bemidji State University’s accounting policies and practices.

Please direct any questions pertaining to this award program to Grant Specialist Jenna Trisko, [jenna.trisko@bemidjistate.edu](mailto:jenna.trisko@bemidjistate.edu) in the Grants & Sponsored Programs Office.

**Allowable expenses include**:

* Supplies and materials
* Travel required for the project
* Travel and lodging costs related to conferences, symposia, or exhibits in which the student is presenting/performing
* Computer software and equipment can be funded, only if, it can be demonstrated that it is essential to the project and cannot be obtained by other means at BSU. Computer software and equipment purchased through an undergraduate research grant will remain the property of the University after the project's completion

***Non-allowable* expenses include:**

* Equipment/Materials paid for by fees, maintenance costs of existing equipment
* Student salaries
* Food or Beverages
* Laptops; iPad (or any other tablet); Smartphones, etc.
* Expenses related to a student’s general academic expenses such as tuition, fees, textbooks, parking permits, etc.
* Participant incentives