**Scholarly Activities Grant**

**Proposal Instructions**

**Student Grant Proposals**   
Student grant proposalsmay be submitted any time between September - April and have a $1,500 funding limit. You must include all the information found in the student grant application in your request for funds. The completed, signed and approved Scholarly Activity (SAC) student proposal and all accompanying documentation, must be submitted to Carrie Matheson at [carriem@uvu.edu](mailto:carriem@uvu.edu).

Student SAC Grant Process

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Student Completes SAC Grant Application via DocuSign & Attaches Supporting Documentation | Student Signs SAC Grant Application via DocuSign | Supervising Faculty Signs Student Grant Application via DocuSign | Committee Reviews/Scores Student Grant Application | No Award. Notification Generated and Sent to Faculty & Student | No further Action |  |
| **Partial Award** Notification Generated via DocuSign | Dean Signs, Letter Sent to Student, Faculty & Admin via DocuSign | Student and Faculty Provide Signature Approval via DocuSign |
| **Full Award** Notification Generated via DocuSign | Dean Signs, Letter Sent to Student, Faculty & Admin via DocuSign | Student and Faculty Provide Signature Approval via Docusign |

PRIMARY EVALUATION CRITERIA

1. IMPACT
   1. Application clearly and concisely demonstrates project validity,
   2. The project is likely to have a meaningful benefit to UVU, faculty, department(s), program(s), CHPS and community.
2. ALIGNMENT - The proposed activity aligns with [UVU Action Commitments and Objectives.](https://www.uvu.edu/president/themes.html)
3. STUDENT SUCCESS - The proposed activity promotes student success.
4. BUDGET - Budget is complete and accurate. All budget itemizations are linked to specific activities or initiatives. Cost benefit ratio consideration. Applicant has applied or received funding fromother sources that maximize impact.  
     
   **CHPS SAC Student Grant Application**
5. **Title of project:**
6. **Applicant name and UVID:**
7. **Department name:**
8. **Email address of student applicant:**
9. **Estimated number, names, and UVIDs of other students to be involved, if any:**
10. **Type of student(s):**
    1. **Undergraduate?**
    2. **Graduate?**
11. **Anticipated graduation date(s):**
12. **Will credit be received by any of the students involved for any part of this project?**
13. **Project start date:**
14. **Project end date:**
15. **If project includes travel:**
    1. **Anticipated Travel Start Date:**
    2. **Anticipated travel end date:**
    3. **Travel destination(s):**
16. **Impact** - Describe the proposed work.Provide an introduction and background, and identify the purpose and objectives of the proposed work. Explain how the proposed activities will achieve the stated purpose and objectives. Please describe any planned outcomes of this work, i.e., publications, presentations, etc.
17. **Impact** - Explain how the proposed work will benefit UVU, faculty, department(s), program(s), CHPS and community.
18. **Alignment -** Please identify how the proposed work aligns with UVU action commitments and objectives. (<https://www.uvu.edu/president/themes.html>)
19. **Student Success** - Explain how the proposed activities promotes student success.
20. **Is this a continuation of a project that was previously funded by SAC? If so, what work related to the project has been done so far and what are the products of that work? *(Please attach any papers, abstracts, etc.)***
21. **Please include any additional information here -**
22. **Budget narrative** -
    1. Please describe the requested materials/supplies, and travel and how they will be used. Please link all budget itemizations to specific methods, activities or initiatives.
    2. Please list *any* other sources and the amount of funding for this project you have been *awarded* or have received commitment for. *(Please note that priority may be given to projects that receive or seek funding from sources other than SAC)*:

1. **Budget table**

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials/Supplies/Other Direct Costs** | **Cost Per Unit** | **Qty** | **Total Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Materials/Supplies/Other Total** |  |  |  |
| **Travel** | **Cost Per Participant** | **# Participants** | **Total Cost** |
| Transportation |  |  |  |
| Lodging |  |  |  |
| Conference registration |  |  |  |
| Student per diem\* |  |  |  |
| Other |  |  |  |
| **Travel total** |  |  |  |
| **Sub Total** |  |  |  |
| **Other Awarded/Secured Funding** |  |  |  |
| **Total Requested Budget** |  |  |  |

\* The per diem rate typically varies from $51 to $74 per day, depending on region being visited (see<https://www.gsa.gov/portal/content/101518> for geographic-specific per diem rates).

**Scholarly Activity Application Signature & Approvals**

***Note to the faculty supervisor***: The student applicant named below is requesting funds from the College of Health and Public Service Scholarly Activities Committee (SAC). Please review the application so that you are aware of your student’s plans.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of applicant(s) Signature of applicant(s) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of faculty supervisor\* Signature of faculty supervisor\* Date