# UVU COLLEGE OF SCIENCE

# Scholarly Activities Committee (SAC)

# 2025 STUDENT PROPOSAL FOR FACULTY MENTORED RESEARCH

Students working with a faculty or staff mentor may submit this proposal to obtain funds for research supplies or travel to conduct research. The proposal should be written by the student with guidance from the faculty mentor. The completed form will be submitted electronically as a Word document to the Department Chair or Department SAC representative of the faculty/staff mentor’s department. Upon review and approval, the signed form should be emailed by the Chair or Department SAC representative to the COS Associated Dean SAC representative for final approval.

**Criteria for submission:**

**The proposal and budget must be written and developed by the student(s),** with guidance from the mentor. Students must be directly involved in the research in a significant way and demonstrate a thorough knowledge of the research project and budget. See last page for Guidelines and Limitations. \*

1. **Title of project**:
2. **Is the proposed project considered biochemical research?**
3. **Are students enrolled in a course (i.e. BIOL 489R) for which the project is a part of? Please list the course number.**
4. **Faculty mentor**:
5. **Student Researchers. List all students’ names who will work on the project:**
6. **Fill in information for each student listed in 5). If more than two students are listed, copy the section below as needed and fill in the requested information for each student.**

**Student:**

* + **Major:**
	+ **Email:**
	+ **UVID:**
	+ **Credit hours earned: \_\_\_\_Transfer credits; \_\_\_\_\_ UVU Credits; \_\_\_\_\_# Total credits (sum of Trans. & UVU)**
	+ **Anticipated date of graduation**
	+ **Plans after Graduation (enter work force, grad school, medical or dental school, etc.):**
	+ **If the proposed project is part of a course, is the course required for the student’s graduation or is it an elective?**

**Student:**

* + **Major:**
	+ **Email:**
	+ **UVID:**
	+ **Credit hours earned: \_\_\_\_Transfer credits; \_\_\_\_\_ UVU Credits; \_\_\_\_\_# Total credits (sum of Trans. & UVU)**
	+ **Anticipated date of graduation**
	+ **Plans after Graduation (enter work force, grad school, medical or dental school, etc.):**
	+ **If the proposed project is part of a course, is the course required for the student’s graduation or is it an elective?**
1. **Start/Stop dates of project (a project report will be due within two weeks of project end date)**:
2. **Have any students involved in this project received funding prior SAC funding for this or any other project?** If so, list name(s) of students, titles of previously funded project(s), date(s) of funding, and amount(s) of funding received for each student.

1. **If this is a continuation of a project that was previously funded by SAC,** please describe what work related to the project has been completed and what are the results of that work. *(Please attach any papers, abstracts, etc.)*
2. **List any other UVU or off-campus funding sources you have applied to for this project** (e.g., URSCA, Teels, Department funds, NSF, NIH, etc.):

1. **List other sources of funding, including amount, already received for this project, if any** *(Please note that priority may be given to projects that seek funding from sources other than SAC).*
2. **Do you require funding from both SAC and other source(s) for your proposed project to proceed?**

Yes or No

1. **Is any part of this proposal redundant with the proposal submitted to any other funding source (e.g., are you seeking funds for the same supplies from both SAC and the other source)?** Yes or No

 *(If yes, and if you are successful in obtaining funds from the other source, the SAC award may be reduced.)*

1. **Description of the proposed work/project (1-2 pages)**. Read evaluation criteria listed in the proposal writing guidelines at the end of this form for guidance.
2. **Describe planned outcomes, including dissemination of this work.** Outcomes might include presentations by students at professional meetings or department seminars, senior theses, papers for peer-reviewed journals, other types of papers, etc. Please provide approximate dates of planned outcomes. Note: Travel funds to conferences for dissemination are available through separate URSCA dissemination and SAC dissemination applications.
3. **Budget:**
	* Budget Narrative: Briefly describe how the requested Materials/Supplies will be used in the research.
	* Travel Narrative: Briefly describe the travel needed to complete field work or travel to research sites. Travel is subject to UVU travel restrictions and policies. (***Students must be transported in UVU Fleet vehicles or vehicles approved through a UVU vendor***.)
	* Budget Table: If the requested supplies need to be purchased in different fiscal years, create a table for each fiscal year.1

|  |  |
| --- | --- |
| **Materials/Supplies (add additional rows as needed)1** | **Cost** |
|  |  |
|  |  |
|  |  |
| Shipping costs: |  |
| Material/Supplies /Shipping Total: |  |

|  |  |
| --- | --- |
| **Research-Related Travel Expenses2** | **Cost** |
| Transportation**3** |  |
| Lodging fees4 |  |
| Other5 |  |
| Travel Total: |  |

|  |  |
| --- | --- |
| **Total requested budget (materials/supplies + research travel):** |  |

**1Material/Supplies:** Must be purchased within **3 months** of the award date or by **June 1** of the current fiscal year, whichever is earliest. Provide another table for materials/supplies that need to be purchased in the next fiscal year (Fiscal years are from July 1 – June 30).

**2Research related travel** must be completed by June 30 of a fiscal year. Provide another table for travel that will be completed in the next fiscal year.

**3Transportation**: If you are requesting funds for airfare, please provide destination, dates of travel, representative airfare estimates and number of people flying. If requesting vehicle(s) through UVU Fleet Operation, please carefully read how to calculate vehicle costs using the daily vehicle rate OR the mileage rate, whichever is greater. Include the fuel surcharge and $20 service charge in the estimate***.*** Instructions and rates are at <https://www.uvu.edu/fleetops/> . Students will not be reimbursed for private vehicle use.

**4Lodging fees**: If you are requesting funds for lodging, please provide the dates, city, representative hotel name, and cost per night for required rooms for reasonably priced hotels in appropriate areas.

**5Other**: If per diem is requested for students, only the daily GSA rate for DINNER at the location is allowed.

**Signature Page**

**Typed signatures are acceptable.**

1) Title of project:

2) Lead Student Name and UVID:

3) Faculty/Staff Mentor:

By signing this form, we agree that:

This proposal was written by the student(s), with guidance from the faculty mentor.

A summary of the results of the project will be submitted to the faculty mentor and then COS Associate Dean SAC representative by the date indicated in the award notification. Failure to provide a summary may result in suspension of further funding for the student(s) and faculty mentor.

If awarded, all stipulations in the award notification and contract will be followed.

The SAC Guidelines\* applicable for student participation in faculty mentored research have been read and understood.

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

Faculty Mentor Date

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

Lead Student Applicant Date

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

Student Applicant Date

(Add signature lines for all students listed on this proposal.)

**Chair or Department SAC representative:**

Instructions: Please meet with the student(s) on the proposal to review and discuss the application thoroughly. Ensure they understand the project and that the request makes appropriate use of existing department/college resources and funds.

I have met with the students. I have reviewed and support the proposal. The proposed research makes appropriate use of existing department and/or college resources and is appropriate in scope and has a reasonable completion timeline.

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

Department Chair/Dept. SAC Representative Date

This signed form should be forwarded via email from the Department Chair or Department SAC Representative to the Associate Dean SAC Representative.

**\*Proposal Writing Guidelines and Limitations:**

Each proposal submitted will be evaluated according to the following criteria. Keep in mind that the proposal should be understood by people who are scientifically literate, though not necessarily experts in your field.

Evaluation criteria

1. Is the proposed research of sufficient quality and significance?
2. How will the proposed work benefit the student(s)/faculty/UVU?
3. Is the proposal written by the student demonstrating a clear understanding of the purpose and scope of the project? (Note: The proposal should not be written at the level of a faculty member who is an expert in the field.)
4. Has the proposal taken in account existing department resources that may be used for the project?
5. How complete is the budget narrative?

SAC **may** provide funds for:

* Supplies, small equipment, and travel to research sites

SAC **will not** provide funds for:

* Major equipment, student wages, faculty per diem

For details refer to the SAC Guidelines at

<https://www.uvu.edu/college-of-science/resources/student_funding.html>