# UVU COLLEGE OF SCIENCE
## Scholarly Activities Committee
## 2026 SAC AWARD GUIDELINES

## PURPOSE OF THE COLLEGE OF SCIENCE SCHOLARLY ACTIVITY COMMITTEE AWARDS:

To support the engagement of COS faculty and students in scholarly activities including research and dissemination of scholarly work.

## CATEGORIES OF AWARDS:

1.  **RESEARCH***

    a.  **Faculty - Annual Award:**

    Faculty are invited to apply for an annual award in the following categories:

    i.   **Research Supplies Award**

    ii.  **Reassigned Time**

    iii. **Summer Research Award**

    Faculty annual research proposals are accepted only during the Spring semester for the following fiscal year according to the details and deadlines described below.

    b.  **COS Student research with faculty mentors:**

    Declared COS majors making progress towards degree completion may apply for this award at any time for projects with faculty mentors.

2.  **DISSEMINATION**

    a.  **Faculty travel for conference presentation.** Proposals are accepted anytime.

    b.  **Student travel for conference presentation.** Proposals are accepted anytime for students who are making progress towards graduation in one of the COS majors.

    c.  **Publication fees for peer-reviewed journals.** Proposals are accepted anytime for papers accepted for publication.

    *Staff whose job description allows research may apply for SAC funding. Lecturers and teaching lab managers are not eligible and may not conduct independent research with students. Check job description to determine eligibility.

## SAC GUIDELINE DETAILS AND BUDGET CONSTRAINTS:

The SAC program is intended to support scholarly activities for as many COS students and faculty as the budget will allow. All awards must be used in the fiscal year (July 1 – June 30), with specific purchase and travel deadlines given in each award. When the budget is exhausted, no additional awards will be given. Purchases and travel requests for awarded proposals must align with submitted budgets. Funds cannot be used for different projects or used for dissemination at different conferences than those described in the awarded proposals. Projects awarded SAC funds that include student transportation for research-related travel or dissemination must use UVU Fleet Operations vehicles or vehicles approved through a UVU vendor. Biochemistry related projects are subject to the same budgetary constraints and considerations as all SAC proposals. Please indicate in the proposal if the project is biochemistry related research, as these types of projects qualify for a doTerra award.

1. **RESEARCH**

   a. **Proposals from faculty to conduct research – Annual Award**

   General Considerations

   - Proposals for the Annual Faculty Research Awards for the *next* fiscal year must be submitted to Department Chairs by the 2nd Friday in February. Department Chairs will review, electronically sign, and forward proposals to the Associate Dean SAC representative by the 3rd Friday in February. Proposals will be reviewed by the College of Science SAC committee in a timely manner. Award notifications will be sent before the end of Spring semester. Funding will be available to use after July 1, unless an exception is given. If a faculty member can purchase all of the requested supplies by June 1 of the current fiscal year, it should be indicated on the proposal. Faculty in their first year at UVU may submit a proposal anytime for research funds and/or research related travel for the *current* fiscal year by Feb. 1. After Feb. 1, the new faculty will be considered for funding for the next fiscal year according to the same deadline and conditions as all faculty.

   - Proposals for the three types of Annual Faculty Awards will only be accepted during Spring semester for the next fiscal year.

   - The COS Scholarly Activities Committee will review and rank all proposals. Proposals will be ranked based on the detail and quality of the research proposals, direct involvement of students who are COS majors, and the most appropriate use and allocation of SAC funds. Due to budget constraints, while all proposals will be considered, priority for funding *may* be given to untenured faculty or those who have not recently received a SAC Research Award. Proposals that highlight student involvement in research will also be given priority.

   - Faculty projects funded through SAC for the current fiscal year must have used 75% of the funds by March 1 for the faculty to be eligible to apply for an award for the next fiscal year unless the faculty has been granted an exception because of timing constraints of the current or proposed work.

   - Any remaining funds for current awards must be spent by June 1 of the award year unless an exception has been granted. Any funds not used by June 1 will be forfeited.

   - Faculty may not apply for both the Reassigned Time Award and the Summer Award.

   - Faculty who receive either a Summer Award or Reassigned Time award are not eligible to apply again for either for two years.

   - Projects involving human subjects or participants require IRB approval. Approval must be obtained before applying for an award. https://www.uvu.edu/irb/

   - The Annual SAC Research Awards should be viewed largely as seed funding to establish a research program. Faculty with established research programs are encouraged to have students submit proposals to conduct faculty-mentored research. Faculty are also strongly encouraged to apply for outside UVU funding

support. Faculty members who have never received or who have not recently received annual awards will be given priority over faculty who have been awarded funds multiple years in a row. Faculty are also encouraged to apply for Innovation Academy grants and external funding. https://www.uvu.edu/innovation/

Details of the three types of Annual Faculty awards:

i.  **Research Supplies Award:** Award maximum is $5,000 per year.

    1.  Funds may be requested for supplies, low-cost equipment ($1500 or less), or other appropriate research needs. Software and software licenses are not eligible for SAC funding. Faculty should use professional development or department funds for software purchases and licenses. Software approval should be given through the University software approval committee.

    2.  Funds may be requested for travel to conduct research. If travel requires use of a vehicle, faculty must use a UVU vehicle to transport students. Faculty may not transport students in personal vehicles. Students will not be reimbursed for personal vehicle use. Students must carpool in approved UVU vehicles. Daily and mileage rates for use of UVU vehicles are given on the UVU Fleet Operations webpage. https://www.uvu.edu/fleetops/

    3.  Independent contractors must be approved and have a signed contract in place before the contractor is allowed to begin work on the project. Retroactive contracts are not allowed.

    4.  Faculty and student salaries are not eligible for SAC funding.

    5.  Personal reimbursements of expenses are against policy and will not be allowed.

    6.  Travel to conferences for dissemination is not eligible for this category of award. Faculty dissemination is discussed in Part 2.b. of the Guidelines.

ii. **Reassigned Time Award**: This award is meant to allow faculty mentors to work with research students or another scholarly activity on a more in-depth basis. Scholarly work equivalent to one 3 credit hour class may be awarded to faculty. Departmental awards are limited to one award for 15 department faculty members. *This award is available during Spring semester* (Fall semester will be considered under special circumstances). Due to budget constraints, not all departments may receive awards each year.

    Faculty should work closely with their Department Chair when considering a Reassigned Time Award request, as a limited number of these awards are available. Department teaching needs are a priority, and reassigned time won't be given in department teaching assignments are negatively impacted.

    1.  Department Chairs will discuss with the faculty in their departments who should apply for a Reassigned Time Award. When the faculty last received a Reassigned Time Award, department needs, and fairness for all members of

a department are factors that should be considered. Reassigned Time Award proposals that include mentoring students in research will be given priority. Not all faculty who apply are guaranteed to receive a Reassigned Time Award due to budget or other department or College considerations.

2. The Reassigned Time Award proposal must outline and explain a workload of 14 hrs/week for the scholarly activity for the semester. The 14 hours/week of work is considered equivalent to the 6 hrs/week of ACHE that is allotted to every faculty member plus 8 hours/week of reassigned time dedicated to the project.

3. The Department Chair will ensure that all courses are covered and that department resources are not unduly stressed by the Reassigned Time Award. Reassigned Time Awards will not be given if a suitable replacement instructor is not available for a department.

4. Faculty members who receive a Reassigned Time award or Summer Award may not apply again for either award for two years.

iii. **Summer Award:** Faculty who plan to *mentor students in research projects during the upcoming summer* and who have received approval from their Department Chair may apply for a Summer Award. The year of the last Summer Award, department needs, budgetary constraints, and fairness for all members of a department are factors to be considered.

1. Faculty are not eligible to apply for a Summer Award for writing manuscripts.

2. Summer Awards are given as a one-time payment through payroll. A lump sum will be given during the first or second block of the upcoming summer term, although the project may span one or both summer blocks.

3. Award amounts will be determined each fiscal year based on budgetary considerations. The award amount will typically range between $2000 and $4000.

4. The number of Summer Awards available for each department varies according to the size of the department and budgetary considerations. Departments with 15 or less tenure track faculty members may have one faculty apply for a Summer Award. Larger departments may have up to two faculty members apply for the Summer Award.

5. The nominated faculty must include in their proposal an outline of the research plan and workload details for the upcoming summer. The faculty will not submit two proposals if the project for the SAC Research Award and Summer Award is the same.

6. The COS Scholarly Activities Committee will review, rank, and make funding decisions for the Summer Awards. Proposals will be reviewed on the detail and quality of the proposals, direct involvement of students who are COS majors, and the most appropriate use and allocation of SAC funds. Non-COS majors may be eligible to work on SAC funded projects. However, please explain how the student's involvement will bring unique perspective and contribution to

the project that justifies the commitment of COS resources to the support of a non-COS student on the project. As a rule, SAC funds should be used to support COS faculty and students declared in and making progress towards a COS B.S. degree. Faculty members whose proposal includes working with non-COS majors may be given a lower priority for funding unless strong justification is given. Due to budget constraints, while all proposals will be considered, priority for funding *may* be given to untenured faculty or those who have not recently received an Annual Research Award or Summer Award. Proposals that highlight student involvement in research will also be given priority.

**7.** Faculty are eligible to teach one summer block (dependent on department and College needs and budgetary constraints), in addition to receiving the Summer Award. The Summer Award will be given during the summer block in which the faculty is not teaching, although research may span either or both summer blocks.

**8.** Faculty members who receive a Reassigned Time award or Summer Award may not apply again for either award for two years.

**b. Student Research with faculty mentors**

**i.** Proposals for faculty-mentored research are accepted at any time from students who are declared majors and making progress towards graduation in one of the COS degrees. Students must have been accepted to work in a COS faculty mentor's research group.

**ii.** Only students who are declared and making progress towards completion in one of the COS majors may receive or be supported by SAC funding.

**iii.** All students, regardless of major, must be listed on the proposal, including names, UVIDs, and majors. Non-COS students who work on SAC funded projects are receiving benefits in the form of faculty time and COS resources.

**iv.** Students may not apply for funds for concurrent projects with the same or different faculty mentors.

**v.** Proposals may include research supplies, small equipment ($1500 or less), and travel to conduct research. Requests for software and software licenses will not be considered.

**vi.** Personal reimbursements are not allowed, even if the approved budget includes the expenses.

**vii.** Independent contractors must be approved and have a signed contract with an approved fee in place before the contractor is allowed to begin work on the project. Retroactive contracts are not allowed.

**viii.** Research projects that are part of a research-based course for which students are enrolled are eligible for SAC funding for research supplies. Examples of eligible courses are CURES-based courses and independent research courses, such as BIOL 4890R, CHEM 4890R, etc. Projects should be novel, and student driven. Academic courses which may include class projects, laboratory experiments, or field

collection which are part of the curriculum are not eligible for SAC funds and should be covered by student fees.

ix.  Individual students are limited to an award total of $3,000 toward research projects in their UVU career ($1,500 max per request and one award per year).

x.  Teams of students may submit one proposal, but the award will be limited to $1,500 per student with a maximum award of $5,000 per proposal. An equally divided award amount will be credited toward each student's career maximum.

xi.  Students must write the proposal and develop the budget, with guidance from their faculty mentor. Students will demonstrate a thorough knowledge of the research project and budget prior to submission and must be directly involved in the research in a significant way and. Mentors cannot be the primary authors of student submitted proposals.

xii.  Students will demonstrate their understanding of the project during an interview with the Department SAC representative or Department Chair.

xiii.  Student proposals may be submitted via email at any time to their respective Department Chair and/or Department SAC representative (check with the applicable Department for submission guidelines).

xiv.  The Department Chair and/or Department SAC representative will meet with the students and faculty mentor (if asked) to review and discuss the proposal. Students will demonstrate their familiarity and knowledge of the project. The meeting is to:

1.  Ensure the proposal was completed by students and they understand the nature and scope of the project (Department may choose to meet only with lead student and faculty mentor.)

2.  Ensure the request is for necessary supplies that make appropriate use of SAC funds and existing department resources.

3.  Ensure the project meets Department guidelines and expectations for faculty-mentored research.

xv.  The Department Chair and/or Department SAC representative will review, sign, and forward the proposal via email to the Associate Dean SAC representative.

xvi.  Proposals that span fiscal years must specify what portion of the proposal will be used by June 1 of the current fiscal year and what portion will be used after July 1 of the next fiscal year. (Purchases must be made by June 1 to allow for shipping/receiving. Research related travel can be completed in June, but travel and documentation and submission of travel expenses must be completed before June 30.) The award may be split between the fiscal years with prior approval. A different index # will be assigned for the subsequent year.

xvii.  Students will not be reimbursed for personal vehicle use for travel to conduct research. Students must carpool in approved UVU vehicles. Faculty may not transport students in personal vehicles.

**xviii.** Post-baccalaureate students, non-degree seeking students, or undergraduate students with more than 150 credit hours, are not eligible for SAC funding. Exceptions will be considered on a case-by-case basis, and priority given to students who have not participated in prior scientific research projects at UVU. The faculty mentor and student must elucidate how the proposed project will help the student prepare for graduate school, or employment. Only one exception will be granted for the student. Additionally, the student must not have met their career SAC funding limit and must not have been supported for conference attendance previously.

2. **DISSEMINATION**

   a. **Faculty travel for conference presentation.**

   COS faculty may apply at any time for SAC travel funds when they are accepted or invited to present at a conference.

   SAC dissemination proposals must be submitted in a timely manner, well before the travel dates for the conference. Faculty should begin a Concur Request for travel as soon as possible after the acceptance is received to obtain the best prices for registration, airline tickets, and hotel rooms. If the Department Chair approves, the faculty member may use a department index number until the SAC index numbers have been given. However, the SAC index award number must also be used to reconcile and pay for travel once travel is complete. The applicable index numbers will be assigned to pay for the travel in Concur. However, if SAC funds are not available or funding is denied, the department will be responsible for the travel expenses.

   The following are stipulations for faculty dissemination awards:

   **i.** A SAC award may supplement Department professional development funds for attendance at **one conference** in an academic year. Departments must cover the first $1500 of the travel expenses. The faculty member may apply for SAC support of up to a maximum of an additional $1500, if needed. Faculty are not eligible for SAC support for more than one conference regardless of the SAC Dissemination award amount. Faculty are not eligible to receive SAC travel funds for a presentation at a second conference during an academic year, even if no SAC funds were used for the first conference.

   **ii.** Faculty must obtain and use their own travel card for the travel. Faculty who do not have an active travel card will be ineligible for SAC funding. Travel arrangements and reconciliation put an undue burden on Department Administrative Assistants or the College Administrative Assistant. Travel arrangements must be made by the faculty.

   **iii.** Per Diem is not eligible for SAC funding for faculty and must be paid for by departments.

   **iv.** Faculty will submit the dissemination proposal via email to the Department Chair, who will then forward the request to the Associate Dean SAC representative.

**v.** The application must be approved by the Associate Dean SAC representative. The dissemination award contract must be signed before travel. Travel completed prior to submitting the signed dissemination award contract will not be covered by SAC funds.

**vi.** International travel is not encouraged and is subject to the same maximum funding limitation as domestic travel. Additionally, the quality of the conference must be sufficient to justify international travel.

**vii.** Faculty are encouraged to look for alternative and supplemental funding sources for conference attendance (e.g., OTL, Faculty Senate, Innovation Academy, or external awards).

b. **Student travel for conference presentation**

COS Students may apply at any time for SAC travel funds to a discipline specific scientific conference for which they have been accepted to present. Students should begin the application process for travel funding as soon as acceptance notification has been received. Only proposals received by the Associate Dean SAC representative in a timely manner, well before the travel dates for the conference, will be approved for funding. Proposals for reimbursement for travel to past conferences will not be approved. *The faculty mentor should begin a Concur Request for travel as soon as possible after the student's acceptance is received to obtain the best prices for registration, airline tickets, and hotel rooms.* If the Department Chair approves, faculty may use a department index number until the URSCA and/or SAC index numbers have been given. Once travel is complete, the appropriate index numbers will be assigned to pay for the travel in Concur. However, if SAC is unable to fund the travel or the travel is denied, the department will be responsible for the travel expenses shown in Concur. The following guidelines and stipulations apply:

**i.** Prior to submitting a proposal for dissemination through SAC, students should apply for an URSCA dissemination award through Innovation Academy. URSCA applications are typically open between September 1 and April 1. URSCA dissemination applications require acceptance for presentation at the conference prior to application. If additional funds are needed for travel above the amount of the URSCA award, students will submit a SAC proposal for dissemination. Students will attach the itemized budget and award notification of the URSCA award to the SAC dissemination proposal. If travel funds for dissemination are needed during the window for which URSCA applications is closed or URSCA does not have funds available, students will only apply for SAC dissemination funds.

**ii.** Conference attendance and presentation of an outstanding project should be a culminating experience for a student who has made significant contributions to a research project.

**iii.** A maximum of two students per project may be funded for dissemination. SAC will not fund three or more presenters for any given project. If a student has received funding for dissemination from another source, only one additional student will be supported for dissemination of that project.

iv. Students may receive up to $3,000 from SAC during their UVU career for dissemination at two conferences. A maximum of $1500 per conference and one conference per year is allowed.

v. Timely submission of abstracts and early, discounted registration is expected.

vi. Proposals requesting funding need to be submitted by the Department Chair to the Associate Dean at least 30 days before the trip.

vii. Chairs should determine the most cost-effective way for multiple students in the department to attend the same conference. Examples of cost-effective approaches are sharing rooms with students of the same gender, car-pooling, etc.

viii. If multiple COS faculty mentors from the same department have students attending the conference, all students and faculty mentors may be listed on the same proposal. Alternatively, faculty may submit individual proposals for their students, whichever is easiest for faculty and students.

ix. Faculty supervision at the conference is recommended. Students attending conferences alone is discouraged.

x. Students should participate fully in the conference. A report of the conference is mandatory from all students who receive SAC funding upon return from the conference.

xi. All students attending the conference must sign the proposal.

xii. Presentation acceptance might be contingent on an abstract submission fee. The following approach should be taken in this case:

1. If abstract submission fees are required, students will submit a SAC dissemination proposal before applying for an URSCA award. The proposal should include the abstract submission fee and the early/discounted conference registration fee. SAC will award enough funds to cover these two fees.

2. Once accepted for a presentation, students will apply for an URSCA dissemination award for the remaining travel needs.

3. If additional funds are needed for travel above the URSCA dissemination award and conference fees paid by the initial SAC award, the student may modify the initial request with a budget modification to include the amount of additional funds needed. This modification can be submitted directly to the Associate Dean SAC representative and should include the itemized URSCA award.

xiii. Student Per Diem: SAC follows the Innovation Academy limit for student per diem:

"Each student is allowed one dinner meal reimbursement per travel day based on location as outlined in UVU travel policy and within the Concur travel request system. All travel arrangements must be made using Concur." The two days of travel are 75% of the dinner per diem rate.

xiv. A student may not use funds from a SAC dissemination grant for any purpose other than travel for dissemination to the conference specified in the proposal. Any

unused travel funds will be used to provide opportunities for other students to engage in scholarly activities.

**xv.** Students will not be reimbursed for personal vehicle use. Students must carpool in approved UVU vehicles. Faculty may not transport students in personal vehicles.

**xvi.** International Travel is not encouraged and is subject to the same funding limitations as domestic travel. Additionally, the conference must be of sufficient quality to justify international travel.

**xvii.** Poster printing for UCUR and NCUR will be provided by SAC for accepted presentations. The Innovation Academy may pay for UCUR and NCUR registration fees (See UVU Innovation Academy webpage).

**xviii.** SAC will not provide travel funds for UCUR. Travel to UCUR should be coordinated within departments and with faculty mentors.

**xix.** Funding for NCUR conference presentation is given low priority. It is preferable for students to present at discipline specific conferences. Students are only eligible for SAC funding to travel to one NCUR conference during their academic career at UVU. Travel to NCUR will be covered if there is not a discipline specific conference the student can participate in.

**xx.** Support for participation in non-discipline specific conferences, such as the Utah Academy of Sciences, Arts and Letters, will be limited to conference registration and poster printing only. Participation will not count toward the two-conference maximum. Any funds awarded will go toward the maximum travel award allotment of the student.

**xxi.** SAC funding for conference attendance by students without accepted presentations will be given low priority. However, if awarded, the funding will be for relatively low-cost, in-state conferences. The amount of SAC support given will be applied toward the student's maximum career travel award allotment and participation will count as one of the two conferences for which participation is provided by SAC funds.

**xxii.** A recent UVU graduate may apply for a SAC dissemination award with the following additional stipulations: 1) the majority of the research was completed before graduation; 2) the abstract for presentation consideration was submitted before graduation; 3) there are no un-graduated student co-authors who are able to disseminate the work; 4) the conference is within 4 months and during the same academic year as the student's graduation; 5) the student has not been awarded a previous SAC dissemination award.

**xxiii.** Proposals for dissemination-related travel funds will be submitted to the Department Chair for review and approval.

**xxiv.** The Department Chair will forward the dissemination proposal to the Associate Dean SAC representative for review and final approval.

**xxv.** The proposal must be approved by the Associate Dean SAC representative. The award contract must be signed by the students receiving travel funds and the

faculty mentor. Faculty mentors should begin a Concur travel request as soon as possible (see the first paragraph in this section).

c.  **Publication fees for peer-reviewed journals:**

The Scholarly Activity Committee will accept proposals at any time from faculty to cover publication costs in quality, non-predatory, peer-reviewed journals. Papers must be accepted for publication before the faculty can submit a proposal for publication fees. Proposals will be submitted to the Department Chair, who will review, sign, and forward the request to the Associate Dean SAC Representative.

***Publication fees for predatory journals will not be covered by SAC funds***.

Department Chairs and faculty are encouraged to contact the UVU Fulton Library Science Librarian with help in determining the quality of the journal to which the faculty has been accepted for publication.

Additionally, faculty may check the following sources to help determine if the journal has been vetted and found to be legitimate:

o   Directory of Open Access Journals (DOAJ, https://doaj.org/).
o   Search for a given journal on the Clarivate Analytics site (http://ip-science.thomsonreuters.com/mjl/)

<u>References</u>
Hanson, B., and J. Lunn (2017), *Avoiding predators in publishing*, Eos, 98, Published on 19 June 2017  https://doi.org/10.1029/2017EO076269