



AUBURN

UNIVERSITY

UNDERGRADUATE RESEARCH

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## Undergraduate Research Faculty Mini-Grants Program

### 2018 REQUEST FOR PROPOSALS

The purpose of the Undergraduate Research Mini-Grants Program is to increase opportunities for student engagement through the infusion of research activity into the curriculum. Faculty are invited to submit proposals to support the incorporation of research components into existing courses or to add new research courses. Proposals aimed at any of the following activities are welcome:

1. Creating and implementing an interdisciplinary or topical course focused on problem-solving or creative inquiry (students from different majors focusing on a common problem or using the same methodology applied to different areas of research)
2. Incorporating a research project or module into an existing laboratory or course
3. Creating and implementing a new research-focused or research methods course in a given major

All proposals should be sent as a single PDF file to [undgres@auburn.edu](mailto:undgres@auburn.edu) by 4:45 pm May 29, 2018. Questions may be addressed to Dr. Lorraine Wolf ([wolflor@auburn.edu](mailto:wolflor@auburn.edu)), Director of Undergraduate Research.

Available Funding: We anticipate making 3 to 5 awards for amounts ranging from \$1K to \$10K. These awards will be issued to a faculty member's department and can be used as project funds for equipment, supplies, materials, or travel related to the course.

Criteria for Selection: The following aspects will be considered in evaluating the mini-grant proposals:

1. Number of students impacted
2. Sustainability and implementation costs
3. Commitment by department/faculty member to offer the course at least three times
4. Role of course in curriculum (e.g., core course, majors required course, etc.)
5. Expected benefits to students and department
6. Innovation or transformative approach
7. Detailed work plan

Terms of Acceptance:

1. Agreement to participate in assessment of effort
2. Willingness to participate in faculty development activities/faculty focus groups as needed

3. Agreement to produce a professional product (e.g., journal publication/presentation at *Conversations in Celebration of Teaching* or other conference/extramural proposal)

Application Procedure:

Submit a single PDF document including all the following. Each proposal must meet the following guidelines or it will not be considered for funding.

- Application Form/Cover Page (provided with this RFP). Sign, scan and attach to proposal.
- An abstract of 100 words or less of the proposed project.
- A narrative description of the proposed project (no longer than three pages). Preferred outlines for narrative descriptions are provided below and should include a detailed work plan.
- Budget detail of estimated expenditures
- A brief (< 2 pages) curriculum vita for each PI, listing relevant publications, teaching, and curricular development experience

A. Preferred Outline for Narrative:

- I. *Instructional Merit* (Explain the project in terms of the research problem to be addressed and anticipated student learning outcomes (e.g., research or analytical skills gained). Describe how the course or course component will further the University's strategic mission goal of increasing research opportunities for undergraduate students. Will it offer the students an educational opportunity not available in the current curriculum? Estimate the number of students impacted and indicate whether the course can be used to fulfill requirements of the undergraduate major.)
- II. *Procedures and Timeline* (Describe the activities that will be supported by the mini-grant (e.g., supplies, travel, equipment). Provide a timeline for milestones (e.g., new course proposal to curriculum committee, first-time offering, etc.). The period of performance is one year, beginning at the time the award is received.)
- III. *Assessment and Dissemination of Effectiveness* (Discuss how you will evaluate the effectiveness of the project at achieving its objectives, and list the ways you will disseminate the results or outcomes of your project.)

B. Budget (Provide a detailed budget for the project with brief justifications for expenditures. List expenditures by major category:

1. Salary and employee benefits
2. Wages (number of hours and hourly rate)
3. Expendable supplies and equipment (list items and/or categories and estimated costs)
4. List any other sources of funds currently available and any other applications made for funds for the project

**UNDERGRADUATE RESEARCH FACULTY MINI-GRANT  
PROGRAM APPLICATION FORM/COVER PAGE**

APPLICATION DEADLINE: **May 29, 2018**  
NOTIFICATIONS TO AWARDEES: **June 15, 2018**  
FUNDS AVAILABLE: **June 28, 2018**  
FINAL REPORTS DUE: **June 28, 2019**

Faculty PI Name \_\_\_\_\_

Faculty Rank \_\_\_\_\_ Number Years Completed on Auburn Faculty \_\_\_\_\_

Department \_\_\_\_\_ College/School \_\_\_\_\_

Office Address \_\_\_\_\_ Office Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Co-PIs (Name, Rank, Department), if any

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

Project Title \_\_\_\_\_

\_\_\_\_\_

Total Amount Requested \_\_\_\_\_ Anticipated Course/Project Start Date \_\_\_\_\_

Department Chair Approval: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**OFFICE OF UNDERGRADUATE RESEARCH**

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