

These are the guidelines and forms reviewers use to base funding decisions on.

Large Award Grants (\$100-\$500)

Purpose of UGRASP Grants:

1. Encourage more faculty and student participation in Undergraduate Research and Scholarship (UGRAS) by removing/minimizing financial obstacles
2. Promote visibility of UGRAS on and off campus through dissemination of UGRAS projects and activities
3. Indirects include: pedagogical benefits to students, recruit and retain quality students and faculty, enhance the reputation of SUU as a premier UGRAS institution

All three goals are important to the success of UGRASP. As a general rule, the more projects fulfill the purposes of UGRASP grants, the more funding they are likely to receive.

Minimum Requirement for Application Review

For all grant applications (student or instructor) the project or activity **MUST**:

Be inquiry-based (a question is asked or a problem in need of a solution is defined)
Have clear pedagogical benefits to the student(s)
Have student(s) create/discover new compositions, knowledge, and/or applications
Have the potential to make a professional contribution to the field
Be formally disseminated to others in the field by the student(s). As a minimum requirement, students **MUST** agree to present their results (whether completed or not) at the annual Student-Faculty Scholarship Day.

Before any grant is considered for funding, the reviewer will verify that the minimum criteria have been met. If one or more criteria have not been met, this will be indicated in the reviewer's decision for non-review of application.

Additional criteria are outlined for each category of funding. When asked to provide a score, the reviewer will do so using the following guideline:

- | | |
|----------|-----------------------------------|
| 0 | not done or unsatisfactory |
| 1 | done or satisfactory |
| 2 | beyond satisfactory |

GRANT REVIEW FORM

Student Grants for Conducting the Project

This form is used to review requests for funds required to conduct the project or activity. Requests for funds related to disseminating the project are reviewed separately (see “Student Grants for Project Dissemination”).

Does the project or activity to be conducted...?

Y N

- Meet the criteria of being “inquiry-based”
- Have clear pedagogical benefits to the student(s)
- Have student(s) create/discover new compositions, knowledge, and/or applications
- Have the *potential* to make a professional contribution to the field
- Will the project be formally disseminated to others in the field by the student(s)... at a minimum, students MUST indicate that they will present their results (whether or not their project is completed) at the annual Student-Faculty Scholarship Day

If any “N” was selected, this project is NOT eligible for funding. Stop here. Otherwise continue.

- _____ Project’s goal or research question is clearly stated (0-2)
- _____ Project’s niche in the profession/field is well defined, justified, and supported (0-2)
- _____ Methods are clear and adequate to satisfy the project’s goal or research question (0-2)
- _____ Budget is itemized, justified, and reasonable (0-2, **budget MUST score at least 1 to receive funding**)
- _____ Project will be disseminated off campus (0-1)
- _____ Student clearly & adequately articulates project’s personal & professional impact (0-2)
- _____ Total out of 11 possible points

Each reviewer will submit his/her total score and the mean from all reviewers will be calculated. Up to \$500 may be awarded based on the rubric below.

10-11 points	100% of request	6-7.99 points	60% of request
8-9.99 points	75% of request	Less than 6.00	do not fund

GRANT REVIEW FORM

Student Grants for Project Dissemination

Use this form to review requests for funds required to disseminate the project or activity. Expenses related to conducting the project must be reviewed separately (see “Student Grants for Conducting the Project”).

Does the project or activity to be disseminated...?

Y N

- Meet the criteria of being “inquiry-based”
- Have clear pedagogical benefits to the student(s)
- Have student(s) create/discover new compositions, knowledge, and/or applications
- Have the *potential* to make a professional contribution to the field
- Have the student(s) indicated that they will present their results (whether or not their project is completed) at the annual Student-Faculty Scholarship Day

If any “N” was selected, this project is NOT eligible for funding. Stop here. Otherwise continue.

_____ Project will be presented at a state, regional, national, or international level (0-1, **a 1 is required for funding**)

_____ Conference/meeting submissions are peer reviewed and evidence is attached (0-1)

_____ Budget is itemized, justified, and reasonable (1-2, **budget MUST score at least 1 to receive funding**)

_____ Student clearly & adequately articulates project’s personal & professional impact (0-2)

_____ Student clearly & adequately articulates the personal and professional impact of disseminating the project (0-2)

_____ Total out of 8 possible points

Each reviewer will submit his/her total score and the mean from all reviewers will be calculated. Up to \$500 may be awarded based on the rubric below.

7-8 points 100% of request

6- 6.99 points 75% of request

5-5.99 points 60% of request

Less than 5.00 do not fund

GRANT REVIEW FORM

Instructor grants over \$100

Use this form to review requests for funds to conduct a class project which will benefit the entire class.

Does the project or activity?

Y N

- Meet the criteria of being “inquiry-based”
- Have clear pedagogical benefits to the entire class
- Have student(s) create/discover new compositions, knowledge, and/or applications
- Have the *potential* to make a professional contribution to the field
- Will the students present their results (whether or not their project is completed) at the annual Student-Faculty Scholarship Day

If any “N” was selected, this project is NOT eligible for funding. Stop here. Otherwise continue.

_____ Instructor clearly articulates and demonstrates how the project relates to and satisfies the course’s objectives (0-2)

_____ Budget is itemized, justified, and reasonable (0-2, **budget MUST score at least 1 to receive funding**)

_____ The project will be disseminated off campus (0-1)

_____ There are more than 5 students registered in the class (0-1)

_____ Total out of 6 possible points

Each reviewer will submit his/her total score and the mean from all reviewers will be calculated. Up to \$500 may be awarded based on the rubric below.

5-6 points	100% of request	3.5-3.99 points	60% of request
4- 4.99 points	75% of request	Less than 3.50 do not fund	