

Faculty and their undergraduate students are encouraged to apply for fellowships to support scholarly or creative projects. Prospective participants are invited to submit proposals, including detailed budgets, for semester-long or summer work. This work may include the production of articles or books, conferences, performances, productions, workshops, travel, and professional development experiences. The CLASS Undergraduate Collaborative Research Key Grant can award up to \$4,000 each academic year. Average awards range from \$500 to \$1,500. Proposals will be reviewed by a committee as necessary and make recommendations to the Dean, who will decide on funding. This year will have two deadlines: October 28, 2024, and April 4, 2025.

### 1. *Applicant Eligibility:*

- a. Applicants must include at least one undergraduate student\* and one faculty member.
- b. The faculty member must have a permanently budgeted position with a unit in CLASS. The faculty member may be of any rank and be either in tenure-track, clinical faculty, or instructor lines.
- c. The undergraduate must have a major in CLASS. Graduate students may be involved in the project, although they may not be included in the grant budget.
- d. Applicants who have previously received funding through the Undergraduate Collaborative Research Key Grant are eligible to reapply. Priority will be given to students who have not previously received funding.

### 2. *Proposal Eligibility:*

- a. Proposals may focus on any scholarly or creative project involving undergraduate/faculty collaboration. These projects may include co-authoring papers or creative pieces, co-producing performances, traveling to a location for research, traveling to a conference to present collaborative work, or purchasing materials necessary for a collaborative project.
- b. The undergraduate must be actively involved in the project.
- c. Proposals should range from \$500-\$1,500, although applicants are encouraged to seek matching monies from departmental funds, where appropriate. Fund matches should be noted in the budget.
- d. If the grant money is to fund travel, it must fund undergraduate travel.

### 3. *Proposal Contents:*

- a. Cover sheet: Complete the cover sheet included in this application packet.
- b. Project narrative: In a maximum of 1,000 words, describe the nature of the project, the roles to be played by collaborators, and the need for the funding.
- c. Budget: On one page, indicate specifically how the requested amount will be spent.

#### 4. Grant Timetable:

- a. October 28, 2024, and April 4, 2025: Proposals should be uploaded in Qualtrics [here](https://uidaho.co1.qualtrics.com/jfe/form/SV_8ic3WNNy05HhIhY):  
[https://uidaho.co1.qualtrics.com/jfe/form/SV\\_8ic3WNNy05HhIhY](https://uidaho.co1.qualtrics.com/jfe/form/SV_8ic3WNNy05HhIhY)

*Note that you will need Mindy Flick (mindyflick@uidaho.edu) to review and approve your budget. Her signature must be on the cover sheet before final submission. Budget reviews are due to the CLASS Fiscal Officer by October 21, 2024, for the fall cycle and March 28, 2025, for the spring cycle.*

- b. Grant monies must be spent within the following timeframes: Fall Applicants: Award date through December 31, 2025 & Spring Applicants: Award Date through June 30, 2026.

#### 5. Award Criteria:

- a. Scholarly/creative quality of the project
- b. Significant role for the undergraduate student(s) in the project
- c. Impact of grant monies on the project, i.e., will the monies contribute significantly to the project's successful completion? At the discretion of the Committee, amounts smaller than requested may be awarded.

#### 6. Follow-Up Requirements:

The project report must be submitted to the CLASS AD for Research within two months of the program's close. The report should summarize the activities funded by the Undergraduate Collaborative Research Key Grant monies.

\*No search is required if you plan to use some of the funds to pay a student.

# 2024-2025 CLASS Undergraduate Collaborative Research Key Grant

## Cover Sheet for Proposals

Please Type Form

### PRINCIPAL INVESTIGATOR:

Name: \_\_\_\_\_

Title:

Department: \_\_\_\_\_

Phone:

### STUDENT PARTICIPANT\*:

Name: \_\_\_\_\_

Rank/Year in School:

Major: \_\_\_\_\_

Vandal ID Number:

\*If you plan to use some of the funds to pay a student, no search is required if *all* of the following parameters are met: The student is enrolled full-time, the grant will provide an educational experience in a research-related environment, and the student will work no more than 20 hours per week during the academic year or 40 hours per week in summer and over school breaks. If these parameters are not met, a three-day search will need to be conducted through PeopleAdmin.

Has the student participant been funded with a Key Grant previously? Yes \_\_\_\_ No \_\_\_\_

**AMOUNT REQUESTED (maximum \$1,500): \$**

**DEPARTMENT/UNIT FUNDING MATCH (optional): \$**

### PROPOSAL TITLE:

### SIGNATURES OF APPROVAL:

\_\_\_\_\_  
Principal Investigator (date)

\_\_\_\_\_  
CLASS Department/Unit Head (date)

\_\_\_\_\_  
CLASS Fiscal Officer (date)

### PROPOSAL CHECKLIST

- Cover Sheet
- Narrative (maximum 1,000 words)
- Budget Form

**2023-2024 CLASS Undergraduate Collaborative Research Key Grant**

**Budget Request Form**

<b>Travel</b> (destination, description of expenses)	<b>Total</b>  \$
<b>Wages</b> (list individuals, amounts, and appointment periods)	\$
<b>Fringe Benefits</b> (students 2%)	\$
<b>Supplies, Services and Other Materials</b> (description of supplies, services, or other purchases)	\$
<b>Other expenses</b> (please describe):	\$
<b>Total Requested</b> (maximum \$1,500)	\$
<b>Department/unit funding match (optional)</b>	\$

## **Narrative**

In a maximum of 1,000 words, describe the nature of the project, the roles to be played by collaborators, and the need for the funding.

COVER SHEET FOR FINAL REPORTS

**Please Type Form**

<b>CLASS Funding:</b> (Check one) <input type="checkbox"/> Early Career Research Grant <input type="checkbox"/> Key Fund <input type="checkbox"/> Summer Grant Budget Number (if applicable)	<b>Amount Awarded:</b>			
<b>Name of Principal Investigator:</b>	<b>Department:</b>			
<b>Title of Project:</b>				
<b>List all Publications in Journals(J), Abstracts(A), and/or Proceedings; Patents; or Presentations(P) Resulting from this Award</b> (Include initials noted above and indicate if submitted or accepted) - Attach additional page(s) if needed				
1.				
2.				
3.				
<b>List all Extramural Funding Resulting from this Award</b> - Attach additional page(s) if needed				
Source of Support (Granting Agency)	Project Title	Amount of Award	Period Covered by Award	
1.				
2.				
<b>List all Pending Grants Resulting from this Award</b> - Attach additional page(s) if needed				
Source of Support (Grant Agency)	Project Title	Amount of Award	Expected Date of Filing	Period Covered by Award
1.				
2.				
<b>Student Participation in this Project</b> - Attach additional page(s) if needed				
Student Name	Degree	Field	Year of Completion	
1.				
2.				
<b>Other Participation in this Project</b> - List any cooperating faculty or other collaborators				
1.				
2.				