The Student Research and Scholarship Grant (SRSG) is competitive and provides up to $500 to advance a specific scholarly project. SRSG deadlines occur on April 15 and October 15 each fiscal year. If these dates fall on a weekend, the application deadline will be extended to the following Monday. Decisions will be made within approximately one month. Students may receive only one SRSG per fiscal year and, thus, may submit only one application in a given funding cycle. The number of SRSG awards varies, depending upon the availability of funds, the number of high-quality proposals received, and the size of requests. Eligible expenses include, for example, equipment, supplies, or services as required to conduct the research. SRSG funds cannot be used for student stipends, conference travel or presentation supplies, general purpose computer equipment, or general purpose software. Special hardware or software, if strongly linked to the proposed project, will be considered, but must be explained as such. All aspects of the application, including the abstract and project description, must be the applicant's original work.

SRSG Eligibility

> SRSG applicants must be enrolled full-time at Regis University.
> SRSG applicants must secure a letter of support from a faculty mentor
>
> Note - faculty can only support three SRSG projects addressing the same research question or sharing a research design so get in touch with your potential mentor early

Awardees:

> To ensure continued eligibility for SRSG support, SRSG awardees MUST:
>
> > Present their scholarly product at the spring research symposium
> >
> > Submit an electronic copy of their presentation to URSC@regis.edu for archival purposes
> >
> > Submit a final report summarizing the project's expenditures to URSC at URSC@regis.edu by **April 15**
> >
> > Spend funds for the project by **April 15**. Please note, **all** unexpended funds must be returned to Regis University. Receipts are considered to be proof of expenditures
> >
> > Failure to present at the Annual Celebration of Scholarship and Research Symposium as well as failure to submit a final report will result in loss of eligibility for URSC funding in the next fiscal year.

Important Notice
All applications submitted to URSC for projects involving human subjects or vertebrate animals must include proof of submission to the IRB and/or IACUC, and any funds awarded will be contingent upon obtaining IRB and/or IACUC approval within 45 days of the respective URSC funding cycle deadline. If you submit proof of your IRB and/or IACUC submission rather than of your approval, it is your responsibility to inform the URSC of your approval/denial within 45 days of the deadline of the URSC funding cycle to which you submitted. If you have any questions and/or need more information regarding IRB and/or IACUC approval please contact the IRB at IRB@regis.edu, or IACUC@regis.edu.

Review Process
URSC is composed of a multidisciplinary group of scholars from across the University. Your proposal must be written so that all members of the committee can readily understand it. Avoid using technical jargon. A nontechnical description of the project is critical to communicating your ideas. Proposal packets

are distributed and reviewed by members of the URSC. The chair of URSC will designate a primary reviewer for each proposal packet. The primary reviewer is responsible for presenting the proposal to the entire committee. Depending on the number of proposals submitted, either all committee members will read and rate all proposals, or two secondary reviewers will be assigned to each proposal. The chair of URSC will read and evaluate all proposals but will only factor into funding decisions in the case of a tie. See **rubric** for a table identifying the primary review criteria and their respective weights.

URSC Application Instructions

A complete URSC research grant application consists of the following items in the order listed below.

- Abstract

Provide a 250 word typed abstract written for a non-specialist audience and suitable for general publication. State clearly how the proposed work and expected outcomes relate to larger issues in the humanities or sciences.

- Project Description

The project description must be no more than 4 narrative single-spaced pages, not including references (1 inch margins, 11pt font, Arial or Times New Roman). The project description must be written in such a way that scholars/reviewers outside of your discipline can readily understand it.   Use these headings in order:

Background/Rationale/Significance

For research proposals, please provide a short literature review and a clear and concise explanation of the project and its value to scholars, as appropriate. State how knowledge or practice in your area will be advanced if the project objectives are achieved.

For arts/humanities proposals, summarize relevant and current work and explain how the proposed project aligns with the context of its genre or medium. State the significance of the proposed work and how this work will advance the discipline.

All proposals should describe how the project aligns with the mission of Regis University (see https://www.regis.edu/about/jesuit-education/key-jesuit-values)

Purpose and Specific Aims

State and elaborate on the specific aims of the proposed work (for example, to test a stated hypothesis or challenge an existing paradigm).

 Methods or Process

Explain the methods or process you will employ in this project.

 For research proposals, describe to a panel of multi-disciplinary reviewers how the central research question(s) will be approached and how potential difficulties will be resolved. Describe the tasks to be undertaken, including an analysis plan and anticipated outcomes.

 For arts/humanities proposals, clearly articulate the proposed methods or process you will use to complete this project, such that an informed, non-specialist reader can understand the nature of the work. The project must exhibit relevance, rigor, and feasibility.

Methodology involving human research should include the following IRB information: who the participants are, how participants will be recruited, what participants will be asked to do, the instruments, tests, and materials and/or devices that will be used. The IRB submission documentation/approval letter, informed consent form, and letter of agreement with outside institutions (if applicable) should also be included.

Work Plan

State realistic milestones for completing the tasks required to achieve useful, applicable and quality contributions to the existing knowledge base. Detail how the work plan can be achieved in the funding time frame (i.e. by end of fiscal year—April 15)

 Impact Statement
For Student Research and Travel Grants please explain how this project will affect your academic plans and future career. Will this project lead to further research or scholarship opportunities? Will the results make impacts beyond your undergraduate curricula, for example in graduate or professional school applications or other career opportunities?

- Letter of Support from Faculty Advisor

All SRSG applications must be accompanied by a letter of support from their faculty advisor. The letter should be uploaded along with other documents into the application portal.

- Curriculum Vitae (2 to 5 pages). Please indicate your publications, presentations, patents, grants, and other items relevant to the proposed project.
- Budget. Please enter all necessary expenses in the budget form included on the application
- **URSC Project Budget Justification Narrative**
  Please describe **each** item you listed in the budget table. The description should enable reviewers to understand a) how the cost of each item was computed, and b) how the budget items relate to your project objectives. If requesting salary support or course release, indicate your current status of workload overload and dates in which overload duties are performed. If requesting salary support or course release, you must obtain the signature of your immediate supervisor, indicating their support and approval of the request, to be considered for funding.

Optional Documents
- Results of Prior URSC Awards (if applicable). If you have received prior URSC research funding in the past four years, summarize the results of the award(s) in no more than one single-spaced page per award.

  a)	What did your past URSC awards enable you to accomplish, and how did these accomplishments inform the current proposal?

  b)	What submissions, presentations, or publications resulted from work undertaken with past URSC support?

- Declaration of Interest Statement (if applicable)

Applicants have a responsibility to disclose any involvement of URSC members in the proposed project or other interests that might affect an objective review of the current proposal. Proposal reviewers will benefit from transparency, including the name(s) of any involved URSC members and the details of their involvement.

- Institutional Review Board (IRB) and/or Institutional Animal Care University Committee (IACUC) documentation (if applicable)