



Undergraduate Research Experience Grants

Application Guidelines –2017

1. Introduction:

The Office of Research and Innovation Services and the Centre for Teaching and Learning invite proposals for projects that involve University of Windsor undergraduates in research and scholarly activities and encourage faculty to mentor students as they pursue this research. The granting scheme is intended to support research for educational purposes, and it prioritizes initiatives involving a broad range of students over those that involve a few.

Broadly defined, undergraduate research is any “inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline.” It can take many forms – ranging from students pursuing projects independently or in teams, either in the community, labs, classrooms, or elsewhere, under the supervision of a faculty member; or in courses designed around inquiry that students pursue as the core of their coursework. The opportunity to conduct research is one advantage of being an undergraduate at the University of Windsor.

The maximum amount per grant is \$2,000. Funded projects will be for a one-year period, but applicants may choose to conduct the project for a single semester during the one-year period.

Note: This grant is not intended to support students who are completing an undergraduate thesis.

2. Objectives:

The Undergraduate Research Experience Grant is intended to:

- develop student research curiosity and skills in critical and creative thinking, project management, and communication, which will enrich their subsequent academic and employment experiences.
- provide high-quality research experiences to undergraduates.
- strengthen faculty research programs, particularly those situated in areas with few or no graduate students, by helping them to develop a pool of well-trained undergraduate research assistants.
- establish models and best practices for supporting and expanding undergraduate research at the university and in the local community.

3. Activities Supported by the Grant:

This grant will support a broad range of activities, providing that the emphasis of the project is undergraduate student learning through research, inquiry, or creative activity. Students may be involved in one or several phase(s) of research, including research design, research ethics board or animal care board application development, literature review, data collection, data analysis,

creative activity, or the dissemination of research findings through a broad range of media and formats.

Examples of eligible undergraduate research experience projects include:

- developing and implementing an initiative that involves a team of undergraduate researchers (e.g., developing a research lab or studio, establishing an interdisciplinary network of undergraduate researchers, implementing course-based research projects, hosting an undergraduate research colloquium).
- conducting a research project. The project can be developed and led by one or more undergraduate students under the supervision of the applicant. Alternatively, a small number of undergraduates could contribute to a faculty research project in a substantial way. Projects with broader impact on student learning are most likely to be funded.
- developing and delivering a workshop or series of workshops for undergraduates on particular research skills.

4. Eligibility:

Participating undergraduate students may be enrolled in full-time or part-time studies at the University of Windsor.

The principal applicant must:

- be a full-time University of Windsor faculty member, librarian, or ancillary academic staff who holds a tenured/continuing appointment, tenure-track/continuing appointment, or limited term appointment; or
- have adjunct status with a faculty or school on campus.

In the case of applicants with limited-term positions at the University, the project timeline must demonstrate that the project will be completed before the end of the employment contract.

Applicants may re-apply to the program in subsequent years if the proposal is for a different project than any previously awarded project.

5. Value and Duration:

Grants of up to \$2,000 will be awarded. The applicant will have a choice of the start date: September 15, January 15, or May 15. All funding must be expended within one year of the start date, although knowledge-mobilization activities (i.e., dissemination and community outreach) may continue up to six months past the end date.

6. Review Committee & Evaluation Criteria:

An interdisciplinary committee of reviewers will be co-chaired by the Director, Teaching and Learning Development (CTL) and the Executive Director, Research & Innovation (ORIS). The committee will use the following criteria to decide which applications to fund:

- **Quality of proposal:** The project is likely to engage undergraduates, and offers them an authentic research experience. Planned activities are consistent with intended student

outcomes, and clearly support student inquiry and learning. The assessment plan of undergraduate experience in research is well designed.

- **Innovation:** The proposed project, and model for engaging undergraduate students, is novel or unique.
- **Feasibility:** Research objectives can be met within the proposed timeline, and student attainment of learning outcomes seems likely.
- **Budget:** There is a demonstrated need for funding. Budget is clearly justified and appropriate (e.g., priority given to student employment and opportunities).
- **Capability:** The project team has the relevant expertise to guide the proposed student research and demonstrated skill in mentoring students. Participating students, if known, have the capability or aptitude to carry out responsibilities.
- **Training and mentoring of highly-qualified personnel:** Strength of plans to train and mentor participating students.
- **Knowledge mobilization plan:** The plan for dissemination and/or community outreach offers students real opportunities to present their work to people concerned by the issues in question. The application identifies groups of people within academia and/or in the community that will benefit from the research, and the strategies to share findings are a good fit for those audiences (e.g., journal articles are a good fit for researchers, but not necessarily practitioners).
- **Impact or potential outcomes (benefits) of the project:** The proposed project will have a significant impact on student learning and skill development (a priority) and also potentially for the community or the discipline. Projects involving a broad range of students will have priority over those that involve a few.
- **Sustainability:** Strength of plans to extend or sustain the project beyond the funding period, particularly in involving undergraduate students in a sustainable fashion.

7. Dates to Remember:

August 11, 2017	Application due to dawram@uwindsor.ca
Early September	Results announced
Start Date	September 15, January 15 or May 15
Within one year of start date	All funding must be spent. Note that most research activities would conclude within one year, with some knowledge-mobilization activities continuing up to six months after the end date.
One month after project end date	Final Report due (form to be provided by Diane Awram). Teams, ideally in conjunction with their student researchers, will submit a report on the research activities in which students were engaged, the outcomes of the project, and assessment of the experience. The report should describe the knowledge-mobilization event at which the faculty/student presented or plans to present (see below). This final report will potentially be used on the University of Windsor website or in its publications.

8. Knowledge Mobilization

Faculty and students can share findings at University or community events such as the annual teaching and learning conference co-hosted with Oakland University (MI) (May), or the annual UWill Discover Conference (March), or the annual Research Showcase coordinated by ORIS (April). In addition, we encourage teams to establish opportunities for students to present at events either in their own disciplines or to community stakeholders. All students involved in undergraduate research through these grants should have opportunities to share their work.

9. For More Information:

<i>Administration and Grant Details</i>	<i>Undergraduate Research Models</i>
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