



# Undergraduate Research Experience

2020 Application Form

## Instructions for Completing the Application:

One copy of the completed and signed application form is to be electronically submitted:

To: Office of Research and Innovation Services (ORIS) – [ORIS@uwindsor.ca](mailto:ORIS@uwindsor.ca)

Deadline: **Monday, August 10, 2020** (no later than 4:00 pm)

Results announced: Early September 2020

The application guidelines and form are available online at [www.uwindsor.ca/research-innovation-services](http://www.uwindsor.ca/research-innovation-services). Please note: you must hold at **least a one year appointment** to be eligible!

Additional pages will be removed prior to review by the Adjudication Committee. Where the allocated space appears to be insufficient, include only the most relevant information. *Please ensure all sections of the application form are completed; incomplete applications may be disqualified or receive a lower ranking.*

*Make your best case as clearly and briefly as possible so that it is understandable to an educated layperson. The review committee will consider applications from a variety of disciplines and seeks to allocate limited funds to applicants whose overall research/scholarly productivity are most likely to be enhanced.*

## Application Form

Date: \_\_\_\_\_

### Investigator Information

Note: Students cannot be the principal applicant!

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Academic rank: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Type of appointment (check one):

Probationary/tenure-track

Tenured

Limited term (select term length)

Ancillary Academic Staff



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2020 Application Form

## Project Information

Start Date:

End Date:

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

Keywords: \_\_\_\_\_

Note: Grant period is **one year**. If have a short term appointment, all work must fall within your appointment period.

## Team Members

Please identify the roles of all participating faculty and students. You can also identify administrative support staff who should receive copies of communication related to the grant.

Name	Status	Role	UWindsor Department

Undergraduate students will be:

Directly involved

Indirectly involved

## Research Compliance:

This project involves:

Biohazards

Radioisotopes

Human Subjects

Vertebrate Animals

No compliance areas



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Approval status:

Pending

Approved

If your project is approved, please enter the certificate number:

Not yet sought

What is your plan for submitting your project for approval by the relevant committee?

*\*When your project is approved, please send the certificate number to [oris@uwindsor.ca](mailto:oris@uwindsor.ca) for confirmation.*

## Outline of Proposed Project (maximum 1000 words):

Please include:

1. Planned learning outcomes for students
2. Research objectives of initiative and how they relate to grant objectives
3. Literature review:
  - How the proposed project responds to gaps in the field (e.g., your research area, the field of undergraduate research)
4. Project plan:
  - clearly outline how you will involve/engage students;
  - **clearly outline what students will do and where they will do it;**
  - **how you will train and mentor them;**
  - the responsibilities of team members in the project;
  - where and when students will present or otherwise share their work; and
  - how you will evaluate the project.
5. Significance of project (e.g., to UWindsor strategic priorities or research objectives, to field, to community)
6. Timelines for project (**up to one year** duration with a start date of September 15, January 15, or May 15)



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*2020 Application Form*

Learning Outcomes

Research Objectives

Literature Review



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*2020 Application Form*

Project Plan

Project Significance



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*2020 Application Form*

## Project Timeline

## Project Team and Available Resources

Describe team members' experience and expertise, as well as available resources that will help to ensure the success of this project and of the undergraduate research involved (250 words).

### Expertise/Experience

### Resources



# Undergraduate Research Experience

*2020 Application Form*

## Expected Outcomes

Describe the benefits of this project (e.g. impact for community members, community organizations, fellow students, undergraduate researchers, program, department, etc.)  
(250 words).

## Long-term Planning

Describe how you will continue the work begun under this grant beyond the period of the grant, particularly in involving undergraduate students in a sustainable fashion. Applications with a plan for long-term sustainability are more likely to be funded (250 words).



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2020 Application Form

## Budget Details

Itemize all budget items giving details and rationale. This section must be consistent with the Outline of Proposed Research. The Student Research Assistant Rate may range from \$14-\$30 per hour.

Line item		Amount
Student salaries (up to 10 hours per week) or stipends (hours x rate x weeks x 1.14 (benefits)	Undergraduates Masters Other	
Please provide a breakdown of expected student salaries:		
Supplies		
How will you use the funds allocated to this line item?		
Knowledge mobilization (e.g., student poster displays, or other dissemination costs: specify & provide total cost)		
How will you use the funds allocated to this line item?		
Student travel (max. of 20% total)		
How will you use the funds allocated to this line item?		
Other Expenses		
How will you use the funds allocated to this line item?		
<b>Total funding requested (not to exceed \$2000 CAD)</b>		





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## Research Proposal Signature Page

The Signatures below commit the relevant support at each level to the terms, conditions and administration of this grant, if funded.

### Declaration of Principal Investigator

I certify that:

- I will abide by University of Windsor policies and procedures governing research, including animal care, use of human subjects, radioisotopes, controlled goods & technology, and biohazards.
- I will use the grant only for the purpose for which it is awarded.
- The information provided in the application is complete and accurate.
- I have given due representation and consideration for graduate student rights, conflict of interest and treatment of intellectual property.
- I fully understand and accept the reporting obligations and other deliverables associated with this grant, including submission of a final report to the Office of Research Services within six (6) months of completion of this award.

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Principal Investigator's Signature

Date

### Declaration of Department Head

I certify that:

- The Principal Investigator is eligible by virtue of his/her employment contract in accordance with University of Windsor policy, and the eligibility requirements of the sponsor.
- Those that supervise investigators and allocate space and other resources are aware of the proposed activities.
- Space and basic facilities to carry out the research in a responsible manner are available. \*
- The budget information is appropriate and realistic.

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Department Head Signature

Print Name

Date



# Undergraduate Research Experience

*2020 Application Form*

## Declaration of Dean

I certify that:

- The Principal Investigator is eligible by virtue of his/her employment contract in accordance with University of Windsor policy, and the eligibility requirements of the sponsor.
- Those that supervise investigators and allocate space and other resources are aware of the proposed activities.
- Space and basic facilities to carry out the research in a responsible manner are available.\*
- The budget information is appropriate and realistic.

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Dean Signature

Print Name

Date

\* If new space and/or renovated space is required which are not within the scope of the proposed application, provide evidence of discussion with Facility Services.

## Authorization of Executive Director, Research and Innovation

I certify that:

- The project will be performed in accordance with the policies and procedures of the University and the approved conditions of the sponsor.
- The University will accept responsibility for the administration of the project funds.

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Executive Director, ORIS

Print Name

Date