

**COLLEGE OF ARTS AND SCIENCES**  
**GRADUATE /UNDERGRADUATE RESEARCH COLLABORATION FUND**

The Graduate/Undergraduate Research Collaboration Fund is intended to encourage projects in which a graduate student and 1-2 undergraduates conduct research together under the supervision of a full-time faculty member (who must hold Graduate Faculty status). A project may encompass an interdisciplinary team of undergraduates, graduates and faculty members from more than one department (at least one of the faculty members must have Graduate Faculty status). Funds may be requested to defray costs in connection with such items as research supplies, software programs, and minor equipment. These funds may not be used for travel since undergraduates can apply to the Undergraduate Research Funds and graduates to the GSA for that purpose.

**ELIGIBILITY AND FUNDING**

Applications are invited from teams of graduate and undergraduate students who are in good standing and are seeking degrees in the College of Arts and Sciences. Proposals are expected to be written by the student applicants under the guidance of the faculty sponsor(s). Applicants may request a maximum of \$1000 to support the research collaboration. Only one proposal per department or program may be submitted. In the case that multiple proposals exist, departments are responsible for selecting the proposal that will be sent forward for College consideration. No department or program will be eligible for funding more than once in an academic year. The College will fund two graduate/undergraduate research awards each academic year, contingent upon available funding.

**PROPOSAL FORMAT**

1. Cover sheet
  - a. Names of graduate and undergraduate applicants
  - b. Name(s) of faculty sponsor(s)
  - c. Department(s)
  - d. E-mail addresses of applicants and sponsoring faculty member(s)
  - e. Title of project
  - f. Dates of proposed research project (one year maximum)
  - g. Signatures of sponsoring faculty member(s) and the Departmental Chairperson or Graduate Program Director
2. Project description (two-page limit, single-spaced); must include a description of proposed outcomes
3. Literature cited (one-page limit)
4. Budget
  - a. itemized budget for funds requested from College
  - b. co-funding (if any) from department(s) or other sources; indicate whether co-funding has been secured or applied for, or if it is contingent upon College funding

The completed application (including all required signatures) should be assembled and converted to pdf format prior to submission. Do not submit any additional documents not specified above. *Proposals that do not follow the required format will be returned without review.*

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**SUBMISSION DATE**

An electronic copy of the application package must be submitted to Associate Dean Jennifer Popiel (jennifer.popiel@slu.edu) and must be received by **October 15**. If the 15<sup>th</sup> falls on a weekend or holiday, proposals are due on the next business day.

**PROPOSAL REVIEW**

Proposals will be reviewed by a panel consisting of the Associate Deans of the College. Review criteria are provided on the following page. Interdisciplinary proposals or those that have co-funding commitments from the department(s) and/or other sources will be viewed very favorably.

**NOTIFICATION OF AWARD**

The Associate Dean will notify submitters of the results of the review. Awardees must work with staff in their home departments to arrange disbursement of the funds as needed.

**AWARD PERIOD**

Funds awarded must be used before the end of the fiscal year of the award (June 30). Any funds remaining after that date will return to the College.

**PROPOSAL REPORTING**

A brief report of not more than one page (single-spaced) must be submitted to the Associate Dean within 30 days of the end date of the project. The report must describe to what extent the proposed outcomes were achieved.

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**PROPOSAL REVIEW AND CRITERIA**

Proposals will be reviewed using the following criteria. A maximum score of 50 is possible.

1. Project Feasibility (20 points)
  - a. Are the proposed methods optimal for achieving the objectives of the proposal?
  - b. Do the methods represent a unique or innovative approach to the problem?
  - c. Is the funding requested reasonable and appropriate for the proposed research? Is any co-funding available to supplement the requested funding?
  - d. Is the specified work plan practical and achievable for the proposed project? Is the amount of time requested clearly justified and appropriate?
2. Research Quality (15 points)
  - a. How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
  - b. To what extent does the proposed activity suggest or explore creative or original concepts?
  - c. How well conceived and organized is the proposed project?
3. Educational Value (15 points)
  - a. To what extent is the project an appropriate and valuable educational experience for all student participants? Does the project represent a true collaboration between the graduate student and the undergraduate participant(s)?
  - b. Has a clear description been provided for training of undergraduates and for follow-through designed to promote continuation of student interest and involvement in research? Will graduate and/or undergraduate participants present results of the project in appropriate venues?

For each criterion, the following scale will be used:

- 5 – Excellent
- 4 – Very good
- 3 – Good
- 2 – Fair
- 1 – Poor or not addressed