



## OVERVIEW OF SGA/OSP UNDERGRADUATE STUDENT RESEARCH PROGRAM

- The submission deadline for proposals for this competitive program is 5:00 p.m. EST on the following date:
  - Fall – October 1<sup>st</sup> or the first business day thereafter.If the total number of proposals does not exhaust resources in fall semester, *ad hoc* proposals will be considered on a “first-come first-served” basis.
- All proposals must be submitted to the Office of Sponsored Projects (OSP) prior to the deadline via the proposal form available on the OSP website.
- A committee comprised of two faculty members and at least one student will review and score the final list of proposed projects each term.
- All research support will be provided using a reimbursement model. **IMPORTANT: Students should not simply expend funds and expect reimbursements as all expenditures must be approved using standard university procedures. It is important to contact the OSP BEFORE purchasing any research participant incentives. Additionally, any variations from the approved budget must receive prior approval from the OSP.** Requesting prior approval must be obtained via email and include the following:
  - the cost categories affected,
  - the proposed change in budgetary allocations, and
  - the technical/scientific justification requiring such changes.
- No more than two proposals will be funded per student over the course of their undergraduate career at the university. The maximum monies awarded will not exceed \$500 per award, allowing for a maximum award of \$1,000 during a Bellarmine undergraduate experience.
- Group projects may be considered provided the project total does not exceed \$500.
- Awarded funds must be spent by May 31 of the fiscal year (June 1 – May 31). Please carefully coordinate proposal submission with the project timeline as awarded funds will not extend past May 31.
- This fund may support research related travel but will be evaluated on a case-by-case basis.
- Any supplies, equipment, etc. purchased with grant funds will be considered property of Bellarmine University.
- A brief final narrative and financial report are due before the end of the fiscal year (May 31). The narrative report should include use of grant funds, project goals/outcomes, setbacks (if any), etc. The report must be submitted to the OSP via the Student Research Award Report Form available on the OSP website.
- Participation in the Spring Celebration of Student Research is expected. To learn more about this obligation, please visit:  
[https://www.bellarmino.edu/academicaffairs/faculty\\_affairs\\_and\\_research/research-and-creativity/celebration-of-academic-achievement/](https://www.bellarmino.edu/academicaffairs/faculty_affairs_and_research/research-and-creativity/celebration-of-academic-achievement/)
- Questions, please contact:
  - Connie Smith, Director Office of Sponsored Projects
  - 502.272.7963 | [csmith6@bellarmine.edu](mailto:csmith6@bellarmine.edu) | CNMH 179
  - [www.bellarmino.edu/osp](http://www.bellarmino.edu/osp)

## PROPOSAL – REQUIRED ELEMENTS

1. Student name
2. Student email
3. Class year
4. Project title
5. Brief abstract
6. Proposed detailed budget
7. Sponsoring faculty member (must be a member of Bellarmine University full-time faculty)
8. Sponsoring faculty member email
9. Letter of support from sponsoring faculty member
10. Have you received funding from this program before? If yes, please list dates.
11. Are you applying to other sources of funding? Where?
12. Additional information, if needed

## SAMPLE PROPOSAL

Student Name: John Q. Sample

Student Email: jsample@bellarmine.edu

Class Year: Junior

Title: The Investigation of Socio-Economic Change in the Highlands, 1990-2010

Abstract: This research will utilize census data and a survey of residents to understand how the region has changed. The region will be defined as all census block groups contained fully or partially within the Courier-Journal's neighborhood Zone A: Highlands/Crescent Hill. The survey will be delivered by mail to Courier-Journal (CJ) subscribers with a return envelope to 100 randomly identified households. CJ subscribers have been selected as they are expected to be regular consumers of local news, more engaged with the community, and more familiar with current and historical events of the "zone". A second mailing will be sent to non-responding residents. The project will ask questions concerning perceived diversity, household well-being, and observed economic change. The research will use census data to determine if local perceptions are consistent with census data. The questions will focus on whether residents believe the neighborhood has become more diverse across multiple indicators including race, household type (including female headed households), income, poverty, and home values. The research will be presented at a regional professional meeting.

Budget:

Survey production costs—photocopying	\$25.00
Postage for two mailings (2-stamps per survey)	\$196.00
Envelopes for two mailings (4 per survey)	\$20.00
Professional Wide-Format Poster Production (3ftx4ft)	\$50.00
Total Requested	\$291.00

Sponsoring Faculty Member (must be a member of Bellarmine University full-time faculty): Dr. B. Smith

Sponsoring Faculty Member Email: bsmith@bellarmine.edu

Letter of Support from Sponsoring Faculty Member: attached

Have you received funding from this program before? If yes, please list dates. Yes, fall 2023.

Are you applying to other sources of funding? If yes, where? No

**Rubric for Evaluating:**

SGA/OSP Undergraduate Student Research Funding Request

Provost Graduate Student Research Funding Request

Student Name: \_\_\_\_\_ Project Title: \_\_\_\_\_ Faculty Mentor: \_\_\_\_\_

Criteria	Exemplary (4-5)	Good (2-3)	Adequate (1-2)	Inadequate (0)
<b>Spelling, grammar, punctuation, etc.</b>	No mistakes	1 mistake	2-3 mistakes	More than 3 mistakes
<b>Significance of project (context/background)</b>	Specifically stated in 1-2 sentences	Generally stated in 3-4 sentences	Significance of the research is marginally clear with some background provided	Why are we doing this?
<b>Specific aims (goals) of project</b>	Specific purpose (thesis) clearly stated	General purpose (thesis) stated	Purpose is present but vague	No statement of purpose provided
<b>How will the project goals be addressed (methodology)?</b>	A brief method and analysis is clearly described	Methods appear appropriate for the project; with little analysis	Methods are unclear or raise questions and no analysis of results	No methods or analysis described in the abstract
<b>Demonstrated ability to complete project</b>	The project can be completed within the designated period.	The project can most likely be completed in the designated period	Abstract provides no indication of ability to complete project, but advisor letter suggests likely completion	No demonstration of ability to complete the project in timely manner.
<b>Proposed budget</b>	Complete and specific; items have been priced in advance to provide accurate budget	Budget appears reasonable but line items are estimated	Proposed budget is questionable to accomplish stated goals and line items are all estimated	No budget provided or budget does not align with proposal
	<b>Total =</b>	<b>Total =</b>	<b>Total =</b>	<b>Total =</b>
				<b>Total = /30</b>

Mentor letter supports the research and provides commitment to student completion **(5)**

Mentor letter is supportive but does not provide verifiable commitment to the completion of the work **(2)**

No advisor/mentor support letter **(0)**

**Overall Total = /35**