

**ROGER WILLIAMS UNIVERSITY**  
**Guidelines & Instructions for CEED Student Research Grants**

**I. CEED Student Research Fund Characteristics and Objectives**

CEED Student Research Grants support undergraduate research in the sciences by providing funds for the purchase of research materials and supplies. Research proposals must be written and submitted by the student in consultation with a faculty advisor. Proposals may include up to two students. Deadlines for the submission of proposals must be adhered to. **Budget requests must be limited to a maximum of \$1,000.**

For the purposes of these awards, the Council on Undergraduate Research's definition of undergraduate research will be used: *Undergraduate research is an inquiry or investigation conducted by an undergraduate that makes an original intellectual or creative contribution to the discipline.*

A faculty committee will review all proposals and make recommendations for funding to the Chair of the Undergraduate Research Committee. In some cases, students may be asked to revise their proposals prior to receiving funding. Proposals will be accepted for funding based on their scientific merit, feasibility, quality of the proposal, and academic records of the student researchers.

**II. Student Eligibility**

Any freshman, sophomore, or junior in good academic standing (GPA > 2.50) interested in conducting research in the sciences can apply. Seniors who have made significant progress on a research project may apply, but they must include with their proposal a detailed report of all previous results demonstrating that significant progress has been made and that the project can be completed prior to graduation.

**III. Faculty Advisors/Mentors**

Faculty mentors will help the student understand the project, suggest appropriate background reading and references, design experiments, and ensure that the research is scientifically sound.

While faculty mentors should not "rewrite" student proposals, they should carefully review student proposals prior to submission. It is appropriate for the faculty member to recommend changes in experimental design, proposal organization, and/or suggest additional references. It is the responsibility of the faculty advisor to ensure that the proposed research is scientifically valid and feasible at RWU (in terms of equipment, expertise, and time).

Mentors should ensure students complete laboratory safety training prior to starting research. In addition, mentors are expected to provide training for students who require the use of specialized pieces of equipment and are expected to be available to directly oversee students working in the laboratory. Faculty mentors also should ensure that student progress reports and final reports are submitted on time.

#### IV. Proposal Submission

All proposals must be submitted using the online submission form available on the [CEED Student Research page](#).

When completing the online form, you will be required to provide the following information/elements:

1. Project title, faculty mentor name, requested funding amount, and student investigator information (name, class year, RWU ID, RWU email address, current GPA)
2. Project abstract (1500 character limit)
3. Full project proposal, **uploaded as a single PDF**. This proposal should include the following sections:
  - a. Detailed description of the project;
  - b. Brief review of previous studies directly relevant to the proposed research;
  - c. Specific objectives and anticipated outcomes;
  - d. Research methods/procedures;
  - e. Laboratory space and/or equipment required to complete the project;
  - f. Budget justification;
  - g. Time line for completing research; and,
  - h. Cited references.
  - The proposal must state clearly whether vertebrate subjects are involved in the proposed research. If they are, full description of their role in the research must be provided and written approval from the Animal Care Board must be obtained. If the proposed work involves human subjects, written approval from the Human Subjects Review Board must be obtained.
  - The proposal should include a section that lists all hazardous materials utilized in the research, with all safety, storage, and disposal requirements.
  - The proposal must state whether or not it involves continued funding for an ongoing project. An application that requests continued funding of a grant that has been awarded by CEED or other funding agency in any previous year must include a section detailing previous results. This applies even if the previous grant was held by students other than the current applicant(s).
  - The proposal must state whether or not the applicant is a current recipient of funds from another source or has applied to another source for funding of the proposed project. In the event that the project is awarded funding from an alternate source, the equipment or supplies covered by the other grant will not be supported by the CEED funds, although non-duplicated budget items may be considered without conflict.
4. An itemized budget and required permit list, uploaded at the time of submission. Use only the [provided form](#). Note: Funds will not be allocated for summer housing, student stipends, or travel.

5. Current CVs for each student investigator, uploaded as individual PDFs at the time of submission
6. Once submitted, the CEED Student Research Grant review committee will reach out to the named faculty mentor for their approval of the proposal. Only approved submissions will be considered for funding.

## **V. Application Timeline**

There are two opportunities to submit proposals each year - Fall and Spring. Specific proposal deadlines will be announced each semester. Funds awarded during the Fall cycle will be available starting over the winter intersession and into the spring semester. Funds awarded during the Spring cycle will be available starting over the summer intersession and into the following fall semester.

## **VI. Requirements for Grant Recipients**

Students must complete a laboratory safety course prior to starting research. If living subjects are involved in the research, the Human Subjects Review and/or Animal Care guidelines must be followed. This requires submitting a written proposal to and receiving approval from the appropriate board prior to starting the project.

To purchase supplies or equipment, students will fill out a Purchase Requisition in consultation with their research mentor. The requisition must be signed by the research mentor and submitted to Cheryl Francis, MNS Special Assignment Assistant. Equipment and supplies purchased with grant funds are ultimately the property of the University and the disposition of these, upon the completion or termination of the research activity, is up to the University.

A progress report is due the last day of classes of the semester following the award. In lieu of a progress report, students may present their work in a public forum (either orally or as a poster). Students should submit abstracts from these presentations. Students are expected to present a 10- to 15-minute talk as part of the Math/Science Seminar Series no more than three semesters following the award (or before graduation for Seniors). If students are unable to present, a written final report must be submitted by the last day of classes three semesters following the award (or before graduation for Seniors)

Funds will be used solely for the accomplishment of the project as approved. Any unused funds will be returned to the CEED Student Research Fund at the end of the semester following the award unless written notification and a progress report are received from the applicant. In addition, if the stipulations and conditions of the grant are not fully met, the awarded funds will be returned by the recipient to the CEED Student Research Fund.

CEED Student Research Fund will be acknowledged in any presentation or publication of the research.