



Advance Grant: Mini Grant

Goal:

The goal of the UL Undergraduate Research Mini-Grant program is two-fold: to ensure that the undergraduate students at the university benefit from the university's continuously growing research and development program, and to improve student outcomes by facilitating undergraduate research. Students who participate in directed undergraduate research perform well in their majors and are more prepared for their future careers. Accordingly, the University has set aside \$40K to be awarded as 20 undergraduate research mini-grants of \$2000 each. The University's undergraduate research council, the Louisiana Council for Excellence in Undergraduate Research (LaCOUER), with representatives from each college, along with the Student Center for Research, Creativity, and Scholarship (SCRCS) manages and administer the award of this mini-grant program. A group of faculties including LaCOEUR members will review each grant application and choose recipients.

Scope:

Student Research Experiences (SREs), course-embedded or directly mentored, encompass original creative and scholarly activities in every discipline. Advance includes the goal of impacting as many students as possible, and the scope of this grant encourages impacting students in new and innovative ways. There are many opportunities for student engagement through SREs, from creative performance projects to innovative lab research. All Advance grant programs and the Mini-Grant program seek to support students as they acquire, articulate, demonstrate, and disseminate their work to the UL Lafayette community and beyond. Interdisciplinary projects are allowed and encouraged.

Eligibility:

All UL Lafayette faculty members (including instructors) and research active staff (such as research scientists and library staff) are eligible to apply and serve as the principal investigator (PI) for a Mini-Grant. All Advance grant programs require at least one qualified faculty or staff member to be directly engaged in teaching or mentoring one or more undergraduate students. Only one application per PI is permitted. Students are not eligible to apply. Interested students should contact their research mentors to inquire about applying.

Twenty Mini-Grants will be awarded in the 23/24 academic year. The awards can each fund up to \$2000.00.

Application must be approved by the Department head and Dean of the PI.

Application Process:

Proposals should be routed through the Department Chair to the Dean's office. Proposals with signatures of approval ***must*** be submitted to LaCOEUR and SCRCS via email (Advance@louisiana.edu). Applications for the 23/24 academic year are due **Monday, November 20, 2023.**

Selection Process:

The applications be reviewed by a committee of faculty and staff that includes LaCOEUR members. The final selection for awards will be made through a vote of this committee. Priority will be given to proposals that display quality and quantity impact on SREs and are innovative in design. A secondary priority will be to ensure that each college that has applied receives at least one funded project.

Successful proposals will directly impact students through the work described in the proposal. Those students should be engaged in higher-level cognitive activities, such as applying, analyzing, evaluating, or creating, as opposed to lower-level activities such as remembering and understanding. For example, it would be preferable if the students were involved in the design of the experiment, rather than simply being tasked with data collection.

Duration:

Mini-Grants project periods of performance will be from the time of the award through the end of the 2023/2024 fiscal year.

Use of Funds and Reporting:

Accounting -

All PI's will be assigned a Banner account number to use for the project, and the accounts will be managed by SPFAC, just like an external grant. Project funds may be used for any reasonable and ordinary project-related expenses, including equipment, supplies, travel, registration, student stipends, and so on. The only restrictions are that project funds may *not* be used for faculty compensation, and all standard university travel, purchasing, and approval processes policies apply. LaCOUER is not involved in the approval process for expenditures. The Department Head, in consultation with the PI, may approve minor re-budgeting within the original scope, budget, and intent of the project. PI's are encouraged to keep a close eye on their expenditures. Overspending of the account will render the PI ineligible for future RFP's, and the PI's department may be required to reimburse the university for the overage. A final report that details project expenditures is required, as described below.

Report and Deliverables -

At the end of the project period, all PIs who are awarded Mini-Grants are required to submit a brief report describing the expenditures and the results of the project. PIs who do not submit the required final report along with the student's intellectual product within 30 days of the end of the project will not be eligible for consideration in future Advance Program RFPs or Mini-Grant RFPs.

Checklist / Instruction Sheet for PIs:

1. Complete the cover page.
2. Complete the basic information
3. Provide a Description of your proposal in 12 pt. font, single spaced, addressing the following points:
 - a. Purpose of the proposed work/plan/program
 - b. Projected impact on undergraduate students completing Student Research Experiences (SREs)
 - c. Person(s) responsible for
 - i. Implementation
 - ii. Installation
 - iii. Maintenance
 - iv. Operation
 - v. Training (with qualifications)
 - d. Include any additional information relevant to your application
4. Complete a Budget Proposal
5. Route the proposal through the Department Chair's office to the Dean's office



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

**Student Center for
Research, Creativity
and Scholarship**

Advance Grant: Faculty Grant

Title

Name of Submitter
(Faculty or Staff Only)

Organization/College/Department

Department Head Signature

Dean's Signature

Basic Information page (required)

Date:

Title:

Project Lead (PI)

coPI(s)

Primary Contact

Email:

Phone:

Department

College

Center or Organization

Mini-Grants vary in their focus and purpose. The budget template will help PIs complete their budget; however, PIs should make sure the funds they are requesting match the spirit of the grant they are applying for. The categories included in this template may not apply in all Advance or Mini-Grant types.

Budget Proposal

- | | | |
|-----------|-----------------------------|-----------|
| 1. | Equipment/Software | \$ |
| 2. | Supplies/Furniture | \$ |
| 3. | Training/Development | \$ |
| 4. | Other | \$ |

TOTAL: