Idaho Higher Education Research Council, Undergraduate Research Funding

Mentored Research Experience

TO: Full-Time Faculty

RE: Undergraduate Research Funding Proposal Due September 30, 2024

The State Board of Education (SBOE) awarded ISU funds to support STEM undergraduate research projects during the upcoming academic year 2024-2025. ISU will use these funds to support undergraduates in mentored research across different STEM disciplines, with awards made to Principal Investigators (PIs). Proposals should identify the student(s) to be supported and may support one to two students. Selection of awards will be based on information provided in the proposal, with an emphasis on the research project and the student mentoring plan. The maximum award amount is $6,000. Although PIs may submit multiple proposals, efforts will be made to support students across disciplines and laboratories. (Labs and research projects are used interchangeably, as it is understood that some work may not be done in a "lab" setting.)

According to the U.S. National Science Foundation, *Research Experience and Mentoring* activities "enhance the academic and career trajectories of participants who may not otherwise become engaged in a research project..." Thus, PIs are encouraged to create unique activities that support their mentee's educational enrichment and career goals. The mentoring plan should foster the spirit of the mentor-mentee relationship in the context of undergraduate research to help build a student's confidence and resilience.

Who should apply:

Full-time faculty from the following disciplines that are providing mentored research experiences are eligible to apply for STEM student funding: Anthropology, Biological Sciences, Chemistry, Civil Engineering, Computer Science, Economics, Electrical Engineering, Geosciences, Mathematics, Mechanical Engineering, Nuclear Engineering, Physics, Political Science, Psychology (not clinical), and Sociology.

Request for Proposals:

Proposals must be submitted using the application template at the end of this document. Submit proposals as a single PDF document to Sonia Martinez (soniamartinez@isu.edu). The submission deadline is **September 30, 2024**. Awards will be announced in mid-October, and funds must be spent by June 1, 2025, with no extensions possible. If you have any questions, please contact Sonia Martinez.

A. Responsibilities of the PI:

1. The PI must follow their approved mentoring plan.

2. Funds may be spent on:

   - Student wages (using the CPI undergraduate wage of $13/hr) and fringe benefits
   - Student travel to conduct research or to attend a conference related to their research project ($1,500 max)
   - Materials and supplies ($500 max)
   - Support for one or two students

3. Award Management:

   Funds will be awarded to PIs. The PI or departmental staff must monitor the use of these funds. Award responsibilities include completing EPAFs for students, assisting them with timesheet reporting and approval, making travel arrangements, purchasing supplies, collecting receipts to monitor spending, explaining presentation requirements, and completing reporting activities (by the PI).

B. Reporting requirements:

- A description of the activities undertaken, how the lab/project benefited from the funds, students report(s) (see below), and how the project's research goals were furthered.
- A final budget report with expenditures.
- *Funds must be spent by June 1, 2025, with no extensions.*
- Reports must be submitted to Sonia Martinez, soniamartinez@isu.edu.

C. Responsibility of the student:

Students must complete responsible conduct of research (RCR) training. At a minimum, they must take the module in CITI. See https://www.isu.edu/research/research-integrity-and-compliance/citi-training/.

- Students who receive these research funds are expected to participate in a poster presentation. Acceptable presentation opportunities include the ISU Research and Creative Works Symposium, which occurs during the spring semester, the Idaho Conference on Undergraduate Research (ICUR), which occurs during the summer, or a discipline-specific symposium or conference. All students are strongly encouraged to attend the ICUR, even if they attend other conferences or presentation venues.
- Students will provide their PI a report describing what they learned, how the research experience benefitted them, and whether the experience has changed their plans. This student report should be submitted as an electronic file (jpg or PDF) and will include a copy of their poster. This forms part of the reporting requirements for this funding.

The application should be no more than four pages maximum.

Page 1:

Proposal information. Please provide the requested information.

Name of Faculty PI:

Lab/Research Project Title:

Department:

Faculty ISU Email:

Name of Undergraduate Student(s):

Student(s) ISU Email:

Name of the person responsible for the administrative duties:

Signatures are required to indicate that the faculty PI and their department chair accept full responsibility for creating a new appropriate index to house these funds and will work with their UBO as needed. The department is responsible for monitoring spending and all necessary paperwork.

The PI or department staff will handle all paperwork for student research (EPAF, travel, purchasing, etc.). Funds will be spent by June 1, 2025, and no expenditures will be eligible after this date.

Faculty PI signature   _____

Chair signature   _____

Page 2:

Research Project Purpose and Direction. Please provide a one-page description of the research project purpose and activities to be undertaken, as well as the significance of the research project. *One page maximum for this section.*

Page 3:

Mentoring Plan. Address how the mentor-mentee relationship will be built and continued during the mentored research experience, and activities to support the mentee's educational enrichment and career goals. This plan must be tailored for the individual student(s). *One page maximum for this section.* Questions to consider as part of your mentoring plan:

- What is your process of establishing a mentor-mentee relationship?
- How will the participating student(s) be mentored in activities tailored to enhance the student's academic growth and career goals?
- How will you create an equitable scientific culture of inclusive belonging for students to engage in research activities?
- How will you encourage undergraduate students to interact with other students?

Feel free to consult [NSF 101: The Mentoring Plan](#) for assistance with considering mentoring plan activities.

Page 4:

Budget. Please provide a budget outline and justification. The maximum award size is $6,000. Budgets may include student wages ($13/hr), fringe benefits, travel (up to $1,500), and materials and supplies (up to $500). *One page maximum for this section.*