PNW Undergraduate Research Grant Program
Academic Year 2024 – 2025

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The PNW Undergraduate Research Grant Program supports undergraduate students in pursuing their research, creative endeavors, and scholarly activities (collectively referred to as "research") in all disciplines.

Deadline: Applications are accepted on a rolling basis. All complete applications are reviewed twice a year, on October 1 and February 20. A completed application must be received by September 30 (11:59 p.m. CST) to be considered during the October review cycle. A completed application must be received by February 19 (11:59 p.m. CST) to be considered during the February review cycle.

Qualifications: All PNW currently enrolled full-time students in good standing seeking their first Bachelor's degree and working on an independent or group project may apply. Each applicant or team must have a PNW faculty mentor.

Award Information:
- Grants will be awarded up to $500 for individual research projects and up to $1,000 for group research projects.
- The research must be completed before the applicant's graduation date or within 12 months of receiving the award (whichever comes first).
- All awardees are expected to present their research during the Days of Discovery on April 17, 2025, and submit a final project report by the date in the award notification letter.

Faculty Mentor's Role: Faculty mentors must provide a letter of support for the project. Mentors are responsible for overseeing the project, ensuring proper regulatory approvals are obtained, and using funds in compliance with all Purdue guidelines and policies.

Application Review and Selection Process: Proposals will be evaluated by a faculty review committee and rated on a scale of 1 (poor) to 5 (outstanding) based on the following criteria:
- Is the research problem or question, as well as its significance, well-defined?
- Are the project objectives or hypothesis (if relevant to the discipline) clearly articulated? Are the research design, methods, and activities well described?
- Does the budget appear reasonable, and does the proposal clearly justify the items included in it?
- Does the proposal convey a well-thought-out project with a potential for success?

Required Application Sections: Before starting the online application, please have the following information.

1. **Applicant Information**
   - Name, email address, PUID, major, and college (You must provide this information for each member of the research team on group applications).
   - Expected graduation date.
   - Name and email of the faculty mentor.

- Anticipated project end date (Must conclude by your graduation date or December 31, 2025, whichever comes first)
- Campus (Hammond or Westville) where research will be conducted.

- **Proposal Narrative**
  - Two-page maximum (excluding references)
  - Single-spaced, 1-inch margins, 12-point Times New Roman
  - Submitted as a PDF document.
  - **Content of the Proposal:**
    - Introduction
    - Significance of the Problem (Rationale)/Literature Review
    - Hypothesis or Objectives
    - Research Design, Methodology, Activities and Timeline
    - References (excluded from page total but included in the same document)

- **Budget Information:**
  - Applicants must identify how they intend to use the funds.
  - Grant funds may be used for:
    - Supplies or materials (e.g., consumables) necessary for the research project, but not equipment; printing or postage, if required; travel to conduct research at different sites, not to present the research.
  - Grant funds may NOT be used for:
    - Food/beverages; Giveaways/prizes; Donations; Equipment; Compensation.
  - If awarded, the funds will be transferred to the student's department or college. Each student must work closely with their faculty mentor to use the funds.

- **Faculty Mentor's Letter of Support:**
  - A "letter of support" from a faculty mentor is required. The letter must indicate the following:
    - The mentor has reviewed and approved the research project.
    - The mentor will provide guidance, support, and budget oversight during the project's lifetime.
    - The approval number must be provided if any regulatory approvals are required for the project. Projects involving:
      1. Human subjects must have an IRB protocol approved;
      2. Animals must have an IACUC protocol approved;
      3. Hazardous materials or organisms must have Biosafety Certifications.
  - The Undergraduate Research Office will only consider proposals with a faculty mentor's letter of support.

Participation Requirements: All students who receive awards must agree to:
- Complete the CITI Responsible Conduct of Research (RCR) training. Information about accessing CITI RCR training can be found here.
- Comply with regulatory approvals as required (IRB, IACUC, or Biosafety Review)
- Present their research during the Days of Discovery on April 17, 2025.
- Complete and submit the End-of-Grant report form to sro@pnw.edu by the date in the award notification letter (these will be emailed at the time of the award). This form has multiple sections, including:

- Summary of the activities;
- Accounting of the funds spent and the description of expenses;
- A request for at least one photo of the experience (if available);
- Brief reflection of the importance the grant had on your learning and future goals.