

PNW Undergraduate Student Stipend and Engagement Award

Academic Year 2024 – 2025

[Apply Here](#)

The PNW Undergraduate Student Stipend and Engagement Award is designed to support students working on undergraduate research projects and academic engagement initiatives.

Deadline

This is an open call grant, with a deadline of May 31st, 2025.

Eligibility

- Students must be registered for classes and in good academic standing to apply.
- PNW undergraduates working on independent or group projects.
- Students are responsible for writing the proposal and should only submit a single proposal. Students on multiple proposals will only be awarded a single grant. This includes proposals submitted to the Undergraduate Research Grant category for materials/supplies or other research expenses.
- Students and faculty must complete Purdue University's required CITI RCR Training and include completion certificates in their application.
- All proposals must be approved by the Dean's office through InfoReady.
- All proposals must be approved by the Faculty mentors through InfoReady.

Award Information

The award will cover costs for the research project or academic engagement expenses, which can include student stipends, or travel for academic engagement purposes. Funds will be provided by the student's College, so submission requires Dean and Faculty Mentor approval. Students are expected to present their activities at the Days of Discovery on April 17th, 2025.

Faculty Mentor Role

Faculty mentors will help you explore your research interests and develop a strong application. You will identify a faculty mentor/sponsor/advisor, and this person will help you develop your application materials and oversee your project and funds if your application is awarded.

Application Process

Applications must be submitted by the student(s) via the online application through InfoReady. Application formatting instructions and content requirements are detailed in the Required Application Sections.

Application Review and Selection Process

Your proposal will be evaluated by a faculty review committee, and a representative from your College (such as the Dean). The strength of your application will come primarily in your Proposal Narrative and Budget Justification. Proposals will be rated on a scale of 1 (poor) to 5 (outstanding) based on the following criteria:

- Is the research problem or question well defined?
- Is the significance of the project clearly presented?
- Are the project objectives or hypothesis (if relevant to discipline) clearly articulated?
- Are the activities to be done well described?
- Does the budget appear reasonable and does the proposal provide a clear justification for the need of these funds?
- Does the proposal convey a well thought out project with potential for success?

Required Application Sections

Please have the following information available before starting the online application;

1. Applicant Information
2. Proposal Narrative
3. Budget Form
4. Faculty Mentor Approval
5. Certification Form

1. Applicant Information

- Name(s), email address(es), and college of all students
- PUID
- Name(s), email address(es), and college of faculty mentor(s)
- Anticipated project end date (Must conclude by your graduation date or December 31st, 2025, whichever comes first)

2. Proposal Narrative

a. Format

- Two-page maximum (excluding references)
- Single-spaced
- 1-inch margins on all sides
- 12-point Times New Roman
- No name on the proposal document (this will be captured elsewhere in the application)
- Save document as pdf for upload

b. Content Requirements

- Project Title: A brief title of the project
- Introduction: Introduce the topic or question that your research or engagement activity will explore.
- Significance of the Problem (Rationale)/Literature Review: Explain why this project is worth doing.
 - Significance: Provide enough context for the project so that a person outside of your discipline understands why this project needs to be done. Explain why your proposed work is relevant, and succinctly make the case that your research question will expand the body of knowledge or move conversations forward in your field.
 - Literature Review: What other ideas does your project build on? Connect your work to renowned scholars in the field. The reviewer should understand where your project fits within the larger whole of current explorations.
- Hypothesis and/or Objectives: What do you expect to learn through this project? If appropriate in your discipline, state a hypothesis. Outline the objectives that will be achieved, and make your objectives SMART: Specific, Measurable, Achievable, Results-focused, and Time-bound.
- Research Design, Methodology, and Activities: What will you specifically do to answer your question(s)? How much time will each step take? Explain your action steps, from data gathering to analysis. If your plan includes interviews, explain your target audience, recruitment plan and necessary approvals. If your plan involves reviewing original documents, how will you access the archives? Convince the reviewer that if you follow the steps above, your project will be successful.
- References (excluded from page total but included in the same document):

Include the references cited in the application.

3. Budget Form

- Your application must include a budget explaining why these funds are necessary for this project's success. If additional funds are required to complete your project, please indicate what additional sources of funds are available. If awarded, funds will be distributed to your department following a review process.
- Please use the budget form. Once complete, save it as a pdf file and upload it in the appropriate field of the online application. Detail how many hours will be necessary to complete the project, and what activities will be performed during this time. A maximum of \$10 per hour per student is allowed.

4. Faculty Mentor Approval

- Your faculty mentor must provide application approval. When applying, the applicant will provide faculty mentor's email (@purdue.edu). Students should consult with their faculty mentors on the correct email address to use. A faculty member's ID can have either a @pnw.edu or @purdue.edu. You **MUST** use the @purdue.edu address. For example, if Dr. Lindsay Gielda is your mentor, lgielda@pnw.edu should be entered as lgielda@purdue.edu in InfoReady in your application. The faculty mentor will receive a request by email to login to InfoReady to review the student's submission and approve it. If you have more than one faculty mentor, it is only necessary for one of them to approve the application.
- Students engaging in research (1) using human subjects must have an IRB protocol approved, (2) involving animals must have an IACUC protocol approved, or (3) involving hazardous materials or organisms must have a Biosafety Review with the faculty mentor as PI before submitting the proposal. Faculty mentors are asked to certify this information on the Faculty Mentor Approval Form and students are asked to complete a Certification form verifying this information.
 - Information about IRB can be found at <https://www.irb.purdue.edu/>
 - Information about IACUC can be found at <https://www.purdue.edu/research/regulatory-affairs/animal-research/iacuc/>
 - Information about Biosafety can be found at <https://www.purdue.edu/research/regulatory-affairs/biosafety-and-rdna/>
- Proposals without Faculty Mentor and Dean approval will not be considered.

5. Certifications

All students who receive awards must agree to:

- All awarded students on the proposal must complete the Responsible Conduct of Research (CITI) training. Proposals will not be awarded if the training is not completed. Information about accessing CITI RCR training can be found [here](#).
- All applications must indicate whether an IRB, IACUC, or Biosafety Review is required for completion of research. Awards will be withdrawn if IRB, IACUC, or Biosafety certification is not completed within 30 days of award acceptance.
- They will present their research during the Days of Discovery on April 17th, 2025.