

STAR

Science and Technology Awards for Research

(formerly OSCAR)

Request For Proposals (RFP)

- Proposals and Application Forms due **by 4:00pm on the third Friday of each semester**
 - Proposals (see parts under “Specific RFP Guidelines”) MUST be submitted electronically via email and the Application form MUST be submitted as a hard copy complete with required signatures to Dr. Tara Turley Stoulig (tturley@selu.edu; Biology Building Room 125)
 - Late submissions will **not** be accepted!

Call for Proposals – Science and Technology Awards for Research

ANNOUNCEMENT OF GRANT PROGRAM FOR UNDERGRADUATE STUDENTS IN SCIENCE AND TECHNOLOGY

The College of Science and Technology – Science and Technology Awards for Research program (STAR) seeks to enhance undergraduate education by providing funding for students engaged in research projects or creative work designed in collaboration with Science and Technology faculty members. STAR is a coordinated effort to provide undergraduates with access to on-campus research and creative work opportunities. Proposals, which may be submitted by individual students or by a team of students, are written by the students, and approved by a faculty sponsor and department head. The goals of this program are to strengthen the link between faculty research and the teaching/learning process and to foster personalized learning opportunities for students. Projects approved for either the fall or spring semester only must be completed by the week prior to final exams unless specifically approved as a two semester project (two semester projects are available *only* as a fall-spring sequence). No specific GPA or experience is required; however, awards are determined on a competitive basis.

- **Faculty Sponsor and Co-Sponsor Eligibility** - Any full-time Southeastern Science and Technology faculty member is eligible to sponsor or co-sponsor one or more students. A Faculty Co-Sponsor is not required.
- **Available Funds** - The typical award is up to \$750 per individual student grant and \$1,500 for a student team grant of two or more students. It is understood that some projects by nature are more expensive to complete than others and therefore applications ranging up to \$1,000 (individuals) or \$2,000 (teams) will be considered. Applicants must understand that the amounts of their final awards will be dictated by the number and quality of proposals submitted to STAR, and that funding requests over \$750 or \$1500 may be reduced accordingly. Applicants are encouraged to seek additional funds from other sources if necessary.
- **Criteria for Evaluating Proposals** - This program is designed to provide the flexibility needed to meet the educational needs of Southeastern's Science and Technology students. Proposals will be evaluated according to the following weighted criteria:
 - Quality of the proposed research or creative work - i.e. definition of problem, review of related research, methodology, thoroughness, realism (30%)
 - Extent of collaboration with faculty sponsor (20%)
 - Overall value of the project to student's learning (15%)
 - Capability of student(s) to complete the research (15%)
 - Feasibility of project to be completed with available resources (10%)
 - Potential impact of the project - e.g., publication of results, presentation at professional conferences, exhibits of creative works, or external funding generated by proposal (10%)

- **Specific RFP Guidelines:**

Length and Format

1. Complete proposals are strictly limited to 7 pages.
 - a. Application form (1 page submitted separately as hard copy; use file “Application form”)
 - b. Proposal (submitted electronically; narrative, literature cited and budget form should be combined into one file)
 - i. Typed narrative (4 pages maximum)
 1. 10 - 12 point font, Arial or Times New Roman
 2. 1-inch margins top/bottom and sides
 3. Students should specifically address the Criteria for Evaluating Proposals (above) within their narrative.
 4. Include a budget justification within the narrative accordingly to describe how specific funds will be used
 5. Allowable expenses - Proposals may include: equipment, field travel, and/or reimbursements for student incurred expenses for materials or supplies. All expenses must be included in the proposal and listed in the proper budget category. For a complete explanation of budget expenditure codes to be used on the budget breakdown page, please see (http://www.selu.edu/admin/controller/facultystaff/forms/expense_codes.pdf)

*Some items are unable to be funded, such as flash drives, external hard drives, meals and commuting costs. Please note that any software funded must be installed on Southeastern Louisiana University computers only and applicants should consult Computer Resales (resales@selu.edu or (985) 549-2526) for appropriate University pricing as it may be much lower than retail cost.
 - ii. Literature Cited (1 page maximum submitted electronically)
 - iii. Budget form (1 page; use file “Budget form”)

- **General Details**

- The **APPLICATION FORM** is to be submitted as a **hard copy** due to the need for student, faculty sponsor and department head signatures.
- **PROPOSALS** are to be submitted **electronically** as a .doc or .pdf file **only**, attached to an email to tturley@selu.edu with the subject line "STAR Proposal – studentname". The three parts of the proposal (narrative, literature cited and budget form) should be combined into one file.
- **Application and Budget forms** - Application and Budget forms and outlines for proposals may be obtained from Tara Turley Stoulig (tturley@selu.edu) or your department head or faculty sponsor.
- **Proposal Deadline** - All proposals and application forms are due by 4pm on the third Friday of each semester.
- **Late submissions will not be accepted!**
- **Proposal Selection** - Proposals will be reviewed and funded by the STAR Review Committee. Award decisions are expected to be made within two weeks of the deadline for the respective semester. Budgets will be established and funds will be available for use during the following week.
- **Grant Project Period** - Projects selected for funding can be implemented upon receipt of the award letter, which will be emailed. All funded projects must be completed prior to the date specified in the award letter.

- **Please be aware that a failure to follow grant guidelines will result in immediate disqualification of your proposal for funding consideration.**
- **Adherence to proposal guidelines will be strictly enforced.**

- **Participation in Science and Technology Research Presentation Day** – Fall and Spring funded projects must be presented in a poster display at the College of Science and Technology Research Presentation Day typically scheduled during April of each year. Students are also required to submit an electronic copy of their work in journal format for inclusion in the STAR online journal. This electronic copy will be considered the final report and is due in the STAR office no later than the date specified in the award letter.
- The STAR grants program is coordinated and administered by *The College of Science and Technology*.