



Student Research, Creative Activity, and Scholarship (RCAS) 2025-2026 Request for Proposals Guidelines

1. **Purpose:** The *Student RCAS* program provides seed funding to support student-initiated research and scholarship. Competitive grants are awarded to assist graduate and undergraduate students in developing new lines of inquiry, which may include collecting and analyzing pilot data. Funding for this program is made possible by the EPIC grant from the Florida State Department of Education.

2. **Eligibility:**

- Each proposal must have at least one student applicant and at least one faculty sponsor.
- Each faculty-student team is expected to collaborate on original, student-initiated projects. Funds may not be used to advance a faculty's own research and scholarship.

Eligible student applicants:

- Undergraduate students: freshmen, sophomores, juniors, and seniors
- Graduate students
- **All applicants must present their work at JU's Student Symposium, to be held in the spring of 2026.** Awardees are responsible for notifying the ORSP of the date and time of their presentation when that information is available.

Faculty sponsor must be able to:

- Provide guidance and mentorship to the student conducting the project.
- Complete and submit Faculty Mentor Statement as outlined below.

3. **Maximum Awards:**

- Undergraduate student - up to \$500
- Graduate student – up to \$1,000
- Applications will be reviewed by the Office of Research and Sponsored Programs.

4. **Application Deadline:**

Due Date	Decision Date	Project Period	Funds Must Be Used By
Applications accepted on a rolling basis through Friday, Nov. 21, 2025	Awards will be made on a rolling basis through Friday, Dec. 5, 2025	Receipt of award date – March 1, 2026	March 1, 2026 or be forfeited

5. Application Instructions: A complete application package consists of the following four (4) components. Funds may not be requested for any expenses that occur prior to the dated award letter from ORSP.

A. Application Form: The application form needs to be completed and signed by the student(s) and the faculty mentor(s). The form, which is available for download on the [ORSP Internal Grants](#) webpage, is fillable and should be signed electronically. Note that the required project abstract is part of the application form.

B. Project Narrative: five-page maximum

Narrative Format:

- 1-inch page margins
- 12-point Times New Roman or Arial font
- 1.5 line spacing
- Footer that includes project title and page number
- 5-pages maximum

Narrative Content:

- **Project Title.**
- **Introduction:** Provide an overview of the project, including a statement of purpose, goal(s), objectives, and hypotheses, if applicable (approximately 1/2 page).
- **Background/Literature Review:** Provide a brief description of existing work in the area(s) of study, with citations (approximately 1/2 page).
- **Methodology/Approach/Plan of Work:** This should include research or creative design that is adequate for the stated purpose of the proposal (approximately 1-2 pages).
- **Outcomes:** Provide a description of the anticipated products(s) and outcome(s) as a result of the award, including a plan for presentation and/or dissemination (approximately 1 page).
- **Broader Impacts:** Describe the significance of the project to the discipline and society and its timeliness with respect to current trends in the discipline (approximately 1-2 paragraphs).
- **Timeline of Activities:** Provide a timeline of activities for the project period (approximately 1/2 page).
- **List of References:** Provide a list of references cited in current APA format. References are not included in the 5-page limit.

C. Budget: Detailed budget table of projected costs to be covered by the grant, and a corresponding budget narrative (also referred to as the justification). All costs must be fully explained in sufficient detail and must include calculations. A sample budget justification is available on the ORSP website under this announcement.

Eligible Expenses: Research supplies/consumables, small equipment purchases, conference registration fees, in-state travel with advance approval from the college dean. Original, itemized receipts are required for any reimbursement.

Ineligible Expenses: student wages, faculty salary, gifts/awards/swag, computers/laptops/iPads/phones, travel outside of the state of Florida.

Note that equipment, supplies, books, and materials purchased with grant funds remain the property of Jacksonville University once the project ends.

D. Faculty Mentor Statement: one-page maximum

Faculty must write a one-page minimum summary outlining his or her role in each individual student's project. The summary must include a list of tasks/goals that the faculty mentor will supervise and a description of how the student will be mentored with respect to these tasks/goals. Please be sure to include a unique, tailored write-up for each student if individual students are applying for one shared project. Be specific about your role for each particular project your student(s) are submitting --- what will you be doing to facilitate and guide them?

6. Submission Procedure:

- ✓ Proposals will be reviewed as they are received. The final day to submit is Friday, Nov. 21, 2025. Submission email: ORSP@ju.edu. Proposals or addendums submitted after that time will be returned without review.
- ✓ Attach **each of the four components** (i.e., Application Form, Project Narrative, Budget, and Faculty Mentor Statement) as a separate file in one email. Acceptable file formats are MS Word or PDF. A cover letter is not necessary. Paper applications will not be accepted.
- ✓ The **subject line** of the submission email should read:
"Student RCAS – FirstName LastName"

7. Awardee Requirements:

Presentation: To facilitate the sharing of information and promote collaborative work, student recipients must present their project on the JU campus at the 2026 JU Symposium. Presentations may be given in any generally accepted form, including poster and podium formats as applicable.

Fiscal Responsibility: Funds may be spent only as they were presented in the application budget. Budget amendments will be authorized only for extenuating circumstances. Students should work with their mentor(s) when making purchases and use JU's purchase order process when possible. When it is not possible to use purchase order, reimbursement requests will only be accepted from faculty via Emburse (previously Chrome River). All requests must be submitted and approved by March 1, 2026. Any remaining funds after that date will be forfeited.