Research, Creative Activity, and Scholarship (RCAS)

2020 STUDENT RCAS

Request for Proposals

1. **Purpose**: The 2020 *Student RCAS* program provides seed funding to support student-initiated research, scholarship and creative activity. Competitive grants are awarded to assist graduate and undergraduate students in developing new lines of inquiry, which may include collecting and analyzing pilot data, and exploring innovative forms of creative expression.
2. **Eligibility:** There are two distinct components for eligibility. Each proposal must have a Student Applicant and a Faculty Sponsor; both student and faculty are expected to collaborate on original student-initiated projects. Funds may not be used to advance a faculty’s own research, scholarship, or creative work.

Eligible student applicants:

* Undergraduate students: freshmen, sophomore, juniors, and seniors
* Graduate students
* **All applicants must present their work at JU’s annual Student Research Symposium**

Faculty sponsor:

* Able to provide guidance and mentorship to the student conducting the project
* Complete and submit Faculty Mentor Statement as outlined below

1. **Awards**: Undergraduate applicants may request funding for up to $500.

Graduate applicants may request funding for up to $1,000.

1. **Application Deadline:**

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| **Due Date** | **Decision Date** | **Project Start Date** | **Funds Must Be Used By** |
| **Monday, January 13, 2020**  **by 5:00 p.m.** | on or before  Tuesday, January 28, 2020 | Monday, February 3, 2020 | Monday, April 15, 2020 |

1. **Application Instructions:**

A complete application package consists of the following four components. Funds may not be requested for any expenses that occur prior to Monday, February 3, 2020.

1. **Application Form**: The Application form needs to be completed and signed by the student and the faculty mentor. The form, which isavailable for download on the [ORSP Internal Grants](https://www.ju.edu/sponsoredprograms/finding-funding-opportunities/faculty-research-grants.php) webpage, is fillable and should be signed electronically. Note that the required Project Abstract is part of the Application Form.
2. **Project Narrative:**

Applications will be reviewed by the Office of Research and Sponsored Programs.

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| Narrative Format: | |
| * 1-inch page margins | * 12-point Times New Roman or Arial font |
| * Double-spaced | * Footer that includes project title and page number |
| * 4-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. | |
| * Background/Literature Review: Provide a brief discussion of existing work in the area(s) of study, with citations. | |
| * Methodology/Approach/Plan of Work: This should include a research or creative design that is adequate for the stated purpose of the proposal. | |
| * Outcomes: Provide a description of the anticipated product(s) and outcomes(s) as a result of the award, including plan for presentation and/or dissemination. | |
| * Broader impacts: Describe the significance of project to the discipline and society, and timeliness with respect to current trends in the discipline. | |
| * Provide a timeline of activities for the project period. | |
| * Provide a list of references cited, anonymized if applicable (not included in the 4-page limit.) | |
| Tip: Proposals must be written in terms that educated laypersons can readily understand. It is important that reviewers outside of the discipline can understand the abstract, budget, and narrative of the proposal. The abstract should describe the key points of the entire proposal, as opposed to being a repetition of the project’s objectives. | |

1. **Budget**: Detailed budget table of projected costs to be covered by the grant, and a corresponding budget narrative (also referred to as the justification). Examples are provided on the ORSP webpage under Internal Grants. All costs must be fully explained in sufficient detail and must include calculations.

**Eligible Expenses**: Research supplies/consumables, Conference registration fees, Economy hotel rates, economy airfare, meals while on travel to a maximum of $50 per day of full travel (please read the ORSP travel policy!) Original, itemized receipts are required for any reimbursement.

**Ineligible Expenses**: student wages, faculty salary, gifts/awards, computers/laptops/iPads/phones.

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

**D**. **Faculty Mentor Statement: one page max**

Faculty must write and include a one-page 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.

1. **Submission Procedure:**

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| * Proposals must be submitted electronically on or before **Monday, January 13, 2020 by 5:00 p.m**. local time to [ORSP@ju.edu](mailto: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, Narrative, Budget, and 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” |
| * Upon receipt of each submission, the ORSP will conduct an administrative review to ensure the application is complete, and will then forward the applications to the REAP committee for review. |

1. **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 2020 Student Research Symposium. Presentations may be given in any generally accepted form, including poster and podium formats.