NORTHERN ARIZONA UNIVERSITY

Office of Undergraduate Research and Creative Activity

2023-2024 Hooper Undergraduate Research Award (HURA)
and
Urdea Undergraduate Research Award
Request for Proposals (RFP)

Application Period: Applications will only be accepted
February 1 through March 1, 2023 at 11:59pm

Application materials and faculty recommendations must be submitted electronically using the online application system described below

nau.edu/HURA

The Hooper Undergraduate Research Award (HURA) program is soliciting applications from full-time NAU undergraduate students for research, scholarly, or creative projects in any academic discipline. The HURA program, named for Dr. Henry O. Hooper in honor of his dedication to promoting research at NAU, encourages undergraduate students to pursue academic interests outside of their regular coursework by providing funding that will enable them to work on special projects of their own design. Since the inception of the HURA program, more than 500 students across all of NAU's colleges have discovered the benefits of these hands-on learning opportunities in laboratories, studios, libraries, and field sites.

For the Urdea Undergraduate Research Awards, named for Dr. Mickey Urdea, students propose an interdisciplinary project that includes at least one student from the College of the Environment, Forestry, and Natural Sciences **and** one student from the College of Engineering, Informatics, and Applied Sciences. Urdea award recipients may apply to receive up to $5,000 for their project. The Urdea awards are coordinated and treated the same as HURA's, therefore for the purposes of this document HURA includes both Hooper and Urdea Undergraduate Research Awards.

Applications are judged on the significance of the project, quality of the proposal, feasibility of timeline, educational benefit to the student, and diversity of disciplines represented. Funds cannot be used to replace existing funding being used to support undergraduates already involved in research, scholarly, and creative activities. This program **is not intended to fund students working on faculty research projects;** it is intended to support student-initiated projects. More than one proposal for the same project will be considered as one application.

Funding:

Students will be able to request up to $5,000 for student-led research, scholarly and creative activities. Funding may be used to pay an hourly rate to the student, purchase materials relevant to the project, and/or cover travel expenses related to the project, including travel to present the outcomes of the work. Funds not expended during the award period will be forfeited.

Eligibility: NAU undergraduates must be:

- Enrolled as a full-time student in an undergraduate program for both fall and spring semesters of the August 2023 – May 2024 award year
- In good academic standing at the time of application and during the period in which the project is funded.

Award Time Period

Awards can be activated July 1, 2023, if all award conditions are met. Projects must be completed and all funds spent on or before May 10, 2024

Submission Process

The student initiates the application process, completes all sections of the application described below, and submits the required documents through the online application system. The faculty mentor reviews the application portfolio and completes the Faculty Mentor Recommendation section prior to the deadline.

1. Download the Application Template as a Word document and download the Budget Template as an Excel document.
2. Complete the application as outlined in this document.
3. Upload the completed Application and Excel budget into the online application system.
4. Provide your faculty mentor's name and email address in the system to generate an automatic request for them to fill out a recommendation form. It is the student's responsibility to verify that the recommendation is submitted by the March 1 deadline.
5. Formatting (applies to entire application)**:**
   - Font: Any standard font (e.g., Times New Roman, Arial, Tahoma, etc.) may be used
   - Font size: 12-point or larger
   - Spacing: Text may be single- or double-spaced; must be consistent throughout document
   - Margins: Page margins shoule be no less than one-half inch on all sides

Complete application must be submitted through the online application system by March 1, 2023, 11:59PM.

Award notification will be made on or after **April 3, 2023**.

The Application Components (in order of inclusion):

1. Abstract of project
The applicant should clearly state the goals and purpose of the project and include an overall statement on the background of the project, potential importance, general overview of the methods, and expected outcomes. The abstract is limited to 250 words.

2. Project Description (may not exceed 5 pages, whether single- or double-spaced)
This section of the proposal provides a clear and concise description of the proposed project and **must include the following section headings in the order shown below.** If a given section is not applicable to a proposed project, the section heading should still be included, followed by the

text “Not Applicable.” A “section” can be as brief as one sentence or can be several paragraphs, depending on the project.

a. **Introduction** to include the purpose/relevance of the project (e.g., research hypothesis to be tested, rationale for the creative/scholarly activity, problem to be investigated, etc.)

b. **Potential Importance** statement of this creative/scholarly/research activity to the student, university, and the discipline

c. **Methods** to be used to carry out project activities, including any relevant statistical analyses

d. **Expected Outcomes** What do you expect to find, learn, and/or produce as a result of conducting this project?

e. **Dissemination Plan** for the results/outcome: If published, in what journal? If a presentation or performance, when, where, and to what audience? (Be sure to include the NAU Undergraduate Symposium and the Hooper Reception in your plan.)

f. **Roles of the Participants** describing the expectations and responsibilities of student and those of the faculty mentor

g. FOR URDEA APPLICANTS ONLY. In addition to completing the requirements for a HURA proposal as outlined above, Urdea applicants also need to answer the following questions (max 400 words):

   - How do you believe working as an interdisciplinary team (with students from different fields of study) will positively impact your project?
   - How will working as an interdisciplinary team benefit the team members and the discipline(s) of those involved?

3. A Timeline detailing when various phases of the project will be conducted. Sufficient time should be allocated for writing up the final report upon completion of the project. The timeline template is included in the Application Template on the HURA website.

4. References Cited list (if applicable/optional). Do *not* include student applicant names.

5. Qualifications of the Applicant

The applicant’s **resume not exceeding 2 pages** should reflect past activities and experiences related to the proposed project, if applicable. If other students will be involved, resumes of those students should also be included. Resumes are intended to demonstrate that the applicant(s) are qualified to carry out the work. Do *not* include student applicant names in resumes/CVs.

6. Budget

There is no "typical" amount of funding per project as each project has different funding needs. Budgets should be developed according to the needs of the project. Project budgets may not exceed $5000 for an academic year project. **Budgets must be provided using the budget form provided on the** HURA website or Urdea website.

a. ***Personnel**:* Funding may be requested for up to 15 hours/week of hourly wage ($15.00 per hour) for a maximum of 14 weeks during the fall and/or spring semesters, depending on the needs of the project. All personnel costs must be justified in terms of the number of hours each specific project task and activity will take to complete. (See examples provided on budget template spreadsheet.)

Summer Activities: Applications proposing summer activities may include personnel expenses according to the needs of the project ($15.00 per hour for a maximum of 8 weeks between July 1 and August 25, **not to exceed 29 hours/week**). A rationale for summer support must be specifically included in the budget justification. **This will only be approved if** the project requires summer work (e.g., field work, access to remote data archives). With approval, the student will NOT be required to register for Summer Session II.

b. ***Operations/Equipment**:* Students may request funds for necessary **expendable** project supplies and contractual (e.g., service-based) expenses. Operations expenses must be itemized and clearly justified. Non-expendable equipment purchases (e.g., computers, cameras, monitoring equipment, reference books) cannot be purchased using HURA monies; do not include these in your budget. If you plan to reimburse research participants, you can use gift cards but not cash.

c. ***Travel**:* **Up to $500** for the HURA and **up to $1000** for the Urdea award may be requested for travel expenses associated with fieldwork or the presentation of results of the project at a conference or professional meeting.

NOTE: To receive travel reimbursement for the use of a personal vehicle, or to use a NAU vehicle, you must become a NAU registered driver and pass an online defensive driving course; information is located on the NAU Facility Services Safety & Training website.

Funds awarded for meetings and conferences will not be released until the HURA program office has received evidence that the student has been accepted to present a poster/abstract/talk. However, an applicant may request these funds in the budget before they have been accepted to present if the event will occur during the award period. All travel expenses should be justified by category of expense (e.g., transportation, lodging, registration fees).

The HURA program does not require or encourage cost-sharing, matching, or in-kind contributions. Projects that include outside support will not be given a more favorable review than projects relying solely on HURA program support. **However**, if a project relies heavily on outside support, applicants must describe these outside contributions in the green columns of the budget form and in budget justification so that the reviewers are clear that the applicant does have the necessary resources to carry out the work.

7. Faculty Mentor/Other Recommendations (requested electronically)

Two recommendations will be required for each application:

a. one by the faculty mentor
b. one by another faculty or administrator in the student's home department; this recommendation will not ask about the particular student, it will ask about the current need for the project and the alignment of methods to standard practices within the discipline

The student should ask the recommenders if they would be willing to support their project. The recommendations **must be completed after** reviewing the final version of application materials. Recommendations will be requested electronically when the student is using the online submission system.

The Application Process: Who does what?

Activity/ Responsibility	Student	Faculty Mentor
Develop the idea for a research, scholarly, or creative project	Students can find ideas for projects from a variety of sources such as courses they have taken, scholarly interests of a faculty member, or ideas of their own that they would like to explore further. Students may work within or outside of their major field of study.	A faculty member with a general area of interest may encourage a student to pursue a project in that area, but **the formulation of the project itself should be primarily the student's responsibility.** The faculty member may provide feedback and constructive criticism during the formulation of the project and proposal.
Review program guidelines and download application forms	The student should carefully read the Request for Proposals (RFP) guidelines and download the application forms from the HURA website. The student should forward a copy of the program guidelines to the faculty mentor.	Faculty mentors should identify and encourage outstanding students to apply. The faculty mentor should review program RFP guidelines to understand the role of the faculty mentor in advising the student throughout all phases of the application process.
Collaboration	The discussion between student and faculty mentor should lead to an agreement on the nature and scope of the project, the method of inquiry or creative activity, and expected outcomes. Discussions should also include a proposed budget and timeline for completing the project. Students and their faculty mentors should expect to meet more than once during the application process.	
Complete the application	The student prepares all elements of the application described below.	The faculty mentor reviews the project description, timeline, and budget in the document to ensure that the proposed work can be performed and supervised within the space, time frame, or level of support indicated.
Submit the application	The student sends request to faculty for recommendation through the application system and uploads the required documents no later than 11:59 PM on March 1, 2023. **Late or incomplete proposals will not be reviewed.**	Faculty mentor reviews the final version of the application. The mentor then completes the mentor recommendation no later than 11:59 PM on March 1, 2023. **Late or incomplete proposals will not be reviewed.**

Proposal Review

The review committee is made up of faculty and professional research staff at NAU from various colleges and departments. Because review committee members vary in their areas of expertise, it is important that applicants use clear non-technical language and refrain from using unexplained jargon specific to their field of study in their project descriptions; **your proposal will be reviewed by at least one faculty member NOT from your department.**

The review committee scores each proposal, paying close attention to project design, faculty and student roles, outcomes and dissemination, and feasibility of budget and timeline. Applicants may request copies of their reviews after April 30, 2023.

Terms and Conditions of Award

Students may not receive more than 2 HURA awards per undergraduate academic career.

1. **Mandatory Awardee Meeting:** Recipients are required to attend an information meeting following the announcement of award winners in April 2023. Faculty mentors are strongly encouraged, but not required, to attend.

2. **Award Activation Documents:** All documents requested in the award letter (e.g., signed award acceptance and faculty acknowledgement forms, proof of academic standing and full-time status, one-credit research course registration, protection of human subjects or vertebrate animals, field research safety plan, and/or any other project-specific conditions) must be on file with the Undergraduate Research Coordinator **on or before the deadlines stated in the award letter** to activate the award.

3. **Full-time Student in Good Standing:** Recipients must be full-time students in good academic standing with NAU during each semester of financial support. It is the student's responsibility to provide documentation of this requirement in order for the award to be activated and continued during the year.

4. **Academic Credit:** Recipients must enroll for a minimum of one-credit hour per semester of undergraduate research, independent study, internship, field work, or other appropriate course academic credit for **every semester** that they receive funding.

5. **Completion of CITI - Responsible Conduct of Research (RCR) Tutorials:** HURA recipients must complete and pass the RCR student training modules appropriate for your discipline with scores of 80% or better and submit a copy of the final transcript/certificate. Instructions on how to register and access these tutorials is provided on the Research Integrity webpage.

6. **Dissemination of Results**: HURA recipients are **required** to present at the NAU Undergraduate Symposium and at the Hooper Award Reception in April 2024. Additionally, all awardees are also encouraged to make presentations at other public venues or professional meetings and should mention all such presentations in the interim progress and final reports described below. Any posters, publications, or presentations should credit or acknowledge the funding for the project to the Hooper or Urdea Undergraduate Research Award.

7. **Project Reporting:** Two reports are required from recipients:

   a. **Interim progress report** (due December 15, 2023)
      - Use the template provided on the HURA website.
        - Describe and assess progress toward outcomes compared to original timeline
        - Review (and revise) project timeline and/or budget, if warranted
      - Photos of you working on your project, if available.

   b. **Final report** (due May 11, 2024)
      - Description extent to which the goals and objectives of the project have been achieved
      - Description of the outcomes/results of the project and how they were disseminated
      - Statement describing the benefits to the student of participation in the research project
      - Summary of how funds were used (e.g., budget vs. actual)
      - Summary of the departmental and/or other contributions to the project
      - Photos of you working on your project, or presenting your results, if available
      - Completion of online questionnaire about your experience

These last three steps may or may not apply to your project.

8. **Protection of Human Subjects** or **Vertebrate Animals:** If the project involves collecting data from people or vertebrate animals, you **must obtain approval** from the Institutional Review Board or Institutional Animal Care and Use Committee, respectively, **before** award funds can be activated. To facilitate the timeliness of gaining approval, applicants should contact the applicable oversight group PRIOR TO submitting a proposal.

9. **Institutional Review Board:** Applicants proposing projects that involve human subjects **must contact** the Institutional Review Board (IRB)
   a. **Read the materials on the IRB webpages before you complete your IRB application:** https://nau.edu/nau-research/research-safety-and-compliance/human-research-protection-program/ and follow links to additional pages.
   b. Build sufficient time for IRB approval into your plan.
   c. Obtain Letters of Authorization to conduct research at off-campus locations in advance.
   d. Work closely with your faculty sponsor.
   e. For additional questions, contact the IRB office at 928-523-4340, irb@nau.edu.

10. **NAU Field Safety Checklist:** Recipients whose projects involve field research must complete the NAU Field Research Safety Checklist to activate their funding. This document includes details regarding dates of travel, location and description of field research activities, emergency procedures, physical demands of the work, assessment of risks associated with the activity or physical environment, and methods for mitigating those risks. The form should be completed in collaboration with **the faculty mentor, who then signs it as the "University Contact."**

Questions? Contact the Undergraduate Research Coordinator at ug-research@nau.edu (with "HURA Question" in subject line), (928 523-5569), or by appointment.