PROGRAM HISTORY AND PURPOSE

In mid-2013, the UW System Board of Regents’ Research, Economic Development and Innovation (REDI) Committee passed a resolution asking that opportunities be identified to reward faculty members who engage in activities related to research, economic development, and innovation. The UW System has worked closely with the National Council on Undergraduate Research (CUR), the country’s leading voice to support and promote high quality undergraduate student-faculty collaborative research and scholarship. The UW System is one of only six in the country to receive the opportunity to work with CUR on a grant to promote undergraduate research at the system-wide level.

Teams from UW four-year campuses each developed campus-wide engagement plans to institutionalize undergraduate research at their respective campuses. Topics that were addressed included, but were not limited to, resource scarcity, faculty workload issues, support for faculty and students to conduct summer research, and the recognition of undergraduate research in setting criteria for faculty promotion and tenure. The Undergraduate Research and Discovery grant program in this document builds on that foundation.

The Undergraduate Research and Discovery Grant program is designed to foster important undergraduate research and discovery leading to innovations generated on campus. The grant program provides resources for administrators and faculty to collaborate in ways that will support undergraduate research expansion across all disciplines, address faculty workload and engagement issues, and increase student participation in research experiences. The program encourages participation of historically underrepresented faculty and students in undergraduate research, as this high-impact practice has the capacity to help close achievement gaps in student success and completion.

AVAILABLE FUNDING

The Undergraduate Research and Discovery Grant program will provide capacity-building grants of up to $50,000 for each four-year UW institution.

Funding may be used for a variety of purposes, including student stipends, salaries, fringe benefits (for positions granter than .5 FTE), supplies, seminar/conference costs, etc.

Grants will be awarded based on work plans and recommendations developed by each campus to serve site-specific needs. Each institution will be eligible to receive one of these non-competitive grants during FY 2014-2015.

Funding is anticipated to be awarded by year-end 2014. Although funding is for FY 2015, funds may be carried over to FY 2016 with approval.
GRANT PROGRAM GOALS

Grants will be administered by individual campuses to support and sustain highly effective undergraduate research environments and activities that exhibit many of the following characteristics and goals:

1. Ensuring that all undergraduate students encounter systemic opportunities to learn and practice research skills, including integrating research preparation and practice into curricula and coursework during their first two years;
2. Increasing the number of undergraduate students participating in research experiences and enhancing the quality of these experiences;
3. Identifying and implementing the necessary policy actions for campuses to take from CUR’s “Characteristics of Excellence in Undergraduate Research” best practices;
4. Developing campus-wide engagement plans as offspring of the plans developed by teams participating in UW System-CUR workshops; and
5. Fostering alignment and collaboration across UW System campuses in both undergraduate research program development and evaluation.

UW-WHITEWATER FUNDING PRIORITIES

The focus area chosen for this year’s Undergraduate Research and Discovery Grant is community-based research. Specifically, proposals are sought that build upon already established relationships with community organizations, and create new or enhance existing applied research opportunities for undergraduate students. Projects that are sustainable beyond the funded project period are especially encouraged.

PRE-PROPOSAL APPLICATION FORMAT

Applicants should use a font no smaller than 11 point, and limit the pre-proposal text to no more than two single-spaced pages using the Undergraduate Research and Discovery Grant Pre-Proposal Form (attached). Each section is limited in the number of words allowed, so descriptions should be brief. No appendices may be included. The pre-proposal must address the sections listed below.

1. **Project Information.** Self-explanatory.
2. **Project Description.** Briefly describe the project, goals and objectives, key personnel, and timetable/schedule of activities. Also describe the role of the community-based partner and how the project will be sustainable beyond the funding period.
3. **Project Alignment with Grant Program Goals / Funding Priorities.** Briefly describe how the proposed project will support and sustain a highly effective undergraduate research environment and activities, and how it aligns with the Grant Program Goals and UW-W Funding Priorities.
4. **Project Costs.** Outline key expenses, projected amounts, and the method(s) for arriving at these amounts. Tie the budget categories and line items to the project goals, objectives, and timetable/schedule of activities.

A select number of pre-proposal applicants will be invited to submit full proposals. Complete instructions for developing the full proposal will be sent to the invitees via email.
**PRE-PROPOSAL EVALUATION CRITERIA**

Complete pre-proposals submitted to the Office of Research and Sponsored Programs by the deadline will be distributed for review. The reviewers will evaluate pre-proposals in terms of the degree to which: 1) the proposed project aligns with the Grant Program Goals and UW-W Funding Priorities; 2) the project’s stated goals and objectives can feasibly be accomplished during the funding period, and 3) the community-based partnership has the potential to establish new and innovative ongoing venues for undergraduate research opportunities.

The criteria below will be used by the reviewers in evaluating pre-proposals. Reviewer ratings and feedback will be provided to those applicants who are invited to submit a full proposal.

<table>
<thead>
<tr>
<th>SCALE/CRITERIA</th>
<th>1 (Inadequate)</th>
<th>5</th>
<th>10 (Excellent)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECT DESCRIPTION</strong></td>
<td>Discussion of project goals and objectives is not included. There is no explanation of how project goals and objectives will be achieved. Key project personnel are not described. The applicant does not describe/define a role for the community partner. No project timetable is provided. Reviewers are unable to ascertain scheduled activities or project feasibility. Sustainability plan is missing.</td>
<td>Discussion of project goals and objectives is limited. There is little explanation of how project goals and objectives will be achieved. Personnel roles and responsibilities are not adequately described. The role of the partner organization is not well defined. A partial description of scheduled activities is provided. Project feasibility and sustainability are uncertain.</td>
<td>The project goals and objectives are thoroughly described. How project goals and objectives will be achieved is clearly explained. Key personnel roles and responsibilities are adequately described. The role of the partner organization is clearly defined. A clear and concise project timetable is provided. The schedule of activities is logical and feasible. Sustainability is highly likely.</td>
</tr>
<tr>
<td><strong>PROJECT ALIGNMENT WITH GRANT PROGRAM GOALS / FUNDING PRIORITIES</strong></td>
<td>Proposed goals and objectives do not align with Grant Program Goals or UW-W Funding Priorities. Undergraduate research opportunities are limited in number and scope. Does not foster ongoing community-based partnership.</td>
<td>Proposed goals and objectives align somewhat with Grant Program Goals and UW-W Funding Priorities. Ongoing community-based partnership and undergraduate research opportunities are limited in number and scope.</td>
<td>Proposed goals and objectives fully align with Grant Program Goals and UW-W Funding Priorities. Several new and innovative undergraduate research opportunities are created. Commitment to ongoing community-based partnership is strong.</td>
</tr>
<tr>
<td><strong>PROJECT COSTS</strong></td>
<td>Key expenses are neither described nor justified. The method(s) for arriving at proposed expense categories/amounts is not provided. Budget categories/amounts are not tied to the project goals, objectives, and timetable.</td>
<td>Key expenses are briefly described and somewhat justified. The method(s) for arriving at proposed expense categories/amounts is somewhat clear. Budget only somewhat ties to the project goals, objectives, and timetable.</td>
<td>Key expenses are fully described and justified. The method(s) for arriving at budgeted expense categories/amounts is clearly explained. Budget directly aligns with project goals, objectives, and timetable.</td>
</tr>
</tbody>
</table>

**PRE-PROPOSAL SUBMISSION INSTRUCTIONS**

Applicants must submit via email the completed Undergraduate Research and Discovery Grant Pre-Proposal Form to Laurie Taylor, Director, Office of Research and Sponsored Programs (taylorl@uww.edu) in Word or .PDF format **by 4:00 pm Thursday October 9, 2014**.

Applicants should direct questions regarding this program to Catherine Chan, Director of Undergraduate Research, via telephone (262-472-1295) or email (chanc@uww.edu), or to Laurie Taylor via telephone (262-472-5289) or email (taylorl@uww.edu).
DEADLINE: 4:00pm OCTOBER 9, 2014

PROJECT INFORMATION

Project Title: _____
Project Director: _____ UWW Email: _____
Project Director Title: _____ Campus Phone: _____
Department: _____ College/Division: _____

Complete each section listed below using a font no smaller than 11 point. The pre-proposal form is limited to no more than two pages. Each section will necessarily be brief. You may not include appendices.

PROJECT DESCRIPTION

Briefly describe the project, goals and objectives, key personnel, and timetable/schedule of activities. Also describe the role of the community-based partner and how the project will be sustainable beyond the funding period. You are limited to a maximum of 300 words for this section.
PROJECT ALIGNMENT WITH GRANT PROGRAM GOALS / FUNDING PRIORITIES

Briefly describe how the proposed project will support and sustain a highly effective undergraduate research environment and activities, and how it aligns with the Grant Program Goals and UW-W Funding Priorities. You are limited to a maximum of 275 words for this section.

PROJECT COSTS

Outline key expenses, projected amounts, and the method(s) for arriving at these amounts. Tie the budget categories and line items to the project goals, objectives, and timetable/schedule of activities. You are limited to a maximum of 275 words for this section.