

## OVERVIEW OF SGA/OSP UNDERGRADUATE STUDENT RESEARCH PROGRAM

- The program will be comprised of three annual competitions with the following deadlines for proposals: Fall-Noon on October 1<sup>st</sup> or the first business day thereafter; and Spring-Noon on February 1<sup>st</sup> or the first business day thereafter; and Summer on April 15<sup>th</sup> or the first business day thereafter. If the total number of proposals does not exhaust resources in each semester, *ad hoc* proposals will be considered on a “first-come first-served” basis.
- All proposals must be submitted to the Office of Sponsored Projects prior to the deadline and/or on an *ad hoc* basis via the proposal form available on the Office of Sponsored Projects website.
- A committee comprised of two faculty members and at least one student will review and approve the final list of proposed projects each term. *Ad hoc* requests will be considered on a “first-come first served” basis and awarded at the discretion of the Office of Sponsored Projects in consultation with the student committee members.
- All research support will be provided using a reimbursement model. **IMPORTANT: Students should not simply expend funds and expect reimbursements as all expenditures must be approved using standard university procedures. It is important to contact the Office of Sponsored Projects BEFORE purchasing any research participant incentives. Additionally, any variations from the approved budget must receive prior approval from the Office of Sponsored Projects.** Requesting prior approval must be obtained via email and include the following:
  - the cost categories affected,
  - the proposed change in budgetary allocations, and
  - the technical/scientific justification requiring such changes.
- No more than two proposals will be funded per student over the course of his or her undergraduate career at the university. The maximum monies awarded will not exceed \$500 per grant, allowing for a maximum award of \$1,000 during a Bellarmine undergraduate experience.
- Research awards must be spent by May 31 of the fiscal year (June 1 – May 31).
- Group projects may be considered provided the project total does not exceed \$500.
- This fund may support conference travel, registrations or research supported travel but will be evaluated on a case-by-case basis.
- Any supplies, equipment, etc. purchased with grant funds will be considered property of Bellarmine University.
- A brief final narrative and financial report will be required at the end of the fiscal year (May 31) or when the available funds are spent. The narrative report should include use of grant fund, project goals/outcomes, setbacks (if any), etc. The report must be submitted to the Office of Sponsored Projects via the Student Research Award Report Form available on the Office of Sponsored Projects website.
- Participation in the Spring Celebration of Student Research is expected. To learn more about this obligation, please visit:  
[https://www.bellarmino.edu/academicaffairs/faculty\\_affairs\\_and\\_research/research-and-creativity/celebration-of-academic-achievement/](https://www.bellarmino.edu/academicaffairs/faculty_affairs_and_research/research-and-creativity/celebration-of-academic-achievement/)

**PROPOSAL – REQUIRED ELEMENTS**

- 1. Student Name
- 2. Student Email
- 3. Project Title
- 4. Brief Abstract
- 5. Proposed Budget
- 6. Sponsoring Faculty Member
- 7. Sponsoring Faculty Member Email
- 8. Letter of Support from Sponsoring Faculty Member
- 9. Are you applying to other sources of funding? Where?

**SAMPLE PROPOSAL**

Student Name: John Q. Sample

Student Email: jsample@bellarmine.edu

Title: The Investigation of Socio-Economic Change in the Highlands, 1990-2010

Abstract: This research will utilize census data and a survey of residents to understand how the region has changed. The region will be defined as all census block groups contained fully or partially within the Courier-Journal’s neighborhood Zone A: Highlands/Crescent Hill. The survey will be delivered by mail to Courier-Journal (CJ) subscribers with a return envelope to 100 randomly identified households. CJ subscribers have been selected as they are expected to be regular consumers of local news, more engaged with the community, and more familiar with current and historical events of the “zone”. A second mailing will be sent to non-responding residents. The project will ask questions concerning perceived diversity, household well-being, and observed economic change. The research will use census data to determine if local perceptions are consistent with census data. The questions will focus on whether residents believe the neighborhood has become more diverse across multiple indicators including race, household type (including female headed households), income, poverty, and home values. The research will be presented at a regional professional meeting.

Budget:

Survey production costs—photocopying	\$25.00
Postage for two mailings (2-stamps per survey)	\$196.00
Envelopes for two mailings (4 per survey)	\$20.00
Professional Wide-Format Poster Production (3ftx4ft)	\$50.00
<a href="http://www.uptime.com/large-format-posters-printing.html">http://www.uptime.com/large-format-posters-printing.html</a>	
Total Requested	\$291.00

Sponsoring Faculty Member: Dr. B. Smith

Sponsoring Faculty Member Email: bsmith@bellarmine.edu

Letter of Support from Sponsoring Faculty Member: attached

Are you applying to other sources of funding? Where? No