

OFFICE OF THE VICE PROVOST FOR UNDERGRADUATE EDUCATION
2011-2012 REQUEST FOR PROPOSALS
VPUE DEPARTMENTAL GRANTS FOR UNDERGRADUATE RESEARCH

Program Overview

VPUE Departmental Grants for Undergraduate Research are intended to introduce Stanford undergraduates to modes of inquiry, analysis, and discovery in a particular academic discipline. Grants will support programs that fund student work on faculty-designed research and creative projects and that promote the inclusion of students in scholarly communities. Student participants will develop research skills under close faculty mentorship, preparing them to undertake more independent projects in the future.

The proposal submission deadline for the 2011-2012 Academic Year (including Summer 2012) is Monday, October 31st, 2011.

Funding offered through this deadline will be available retroactively to support activities beginning September 1st, 2011; funding must be used by August 31st, 2012.

Eligibility

Faculty or academic staff charged with coordinating a department or program's undergraduate research activities may submit proposals. Primary research mentors must be Academic Council or Med Center Line faculty. Additional mentoring may be provided by other faculty, academic staff, post-doctoral scholars, or advanced graduate students as appropriate.

Funds may only support current Stanford undergraduates. Funds may not support honors thesis research; honors students should apply for UAR Student Grants instead (<http://studentgrants.stanford.edu>). Funds may not be used for conference attendance; students who are presenting results of their research or creative work may apply for a Conference Travel Grant through the Student Grants Program.

Off-campus project activities are only supported when students are accompanied by their faculty mentors, OR when mentors agree to verify and enforce student compliance with the policies described at <http://prefield.stanford.edu>. Projects in countries with State Department Travel Warnings cannot be funded.

Selection Criteria

Proposals are reviewed by members of the Vice Provost's Undergraduate Advisory Council, a panel of Stanford faculty representing diverse disciplines. The program is competitive, and not all strong proposals will receive funding. Successful proposals will provide concise evidence of:

- Strong faculty mentorship
- Student training in methodologies and analyses that facilitate future projects of a more independent nature (e.g. - senior project, honors thesis, or graduate study)
- Student intellectual engagement with faculty mentors' broader research interests
- A clear plan to create opportunities for student engagement with other undergraduate researchers as well as the department or program's broader scholarly community

Reviewers closely examine the results of the annual VPUE Undergraduate Research Evaluation (a student survey administered by UAR staff). High student response rates and broadly positive or constructive feedback are critical factors in future funding decisions.

Proposal Guidelines

1. A brief program application must be submitted online via <http://vpuedepartmentalgrants.stanford.edu>.
2. Applicants must subsequently email a MS Word (.doc/.docx) or Adobe Acrobat (.pdf) document with the full program proposal and budget described below to bthomas@stanford.edu.

Proposals are not to exceed 3000 words. We strongly recommend that proposals be organized according to the topics described here. Proposals should explicitly describe:

- The research program goals and basic organizational structure.
- Specific outcomes for past participants (if applicable) and ideas for improvement of student experiences.
- Recruitment plans and selection criteria for projects and mentors, or a description of the fit between the mentors/projects and the program goals if the former have already been selected.
- Recruitment plans and selection criteria for students, as well as the means by which students will be matched with mentors.
- A list of specific project objectives, including student responsibilities and deliverables.
- Mentoring strategies, including 1) training and resources available to new or inexperienced mentors, 2) guidance and resources for students, and 3) programming and group activities promoting interactions between students, as well as between students and mentors.

Proposals should include a budget, categorized as follows:

- Student Stipends (at \$15 per hour, with a maximum of 10 hours per week for 10 weeks during academic quarters and 40 hours per week for 10 weeks during the summer)
- Student Travel expenses (subject to the policies described above in "Eligibility"; combined travel and stipend may not exceed \$1500 per quarter or \$6000 per summer per student)
- Project Materials and Supplies (specific project-related expenses, excluding infrastructure or overhead, limited to \$500 per student per year)
- Other Program Support (events and administration; please note that such requests may be difficult to accommodate when funding is limited)
- Matching Resources (a brief description of funding and staffing that would complement a VPUE award in furtherance of the program's described goals)

Program Administration

VPUE Departmental Grants for Undergraduate Research are administered by the office of Undergraduate Advising and Research (UAR).

For questions regarding program goals, proposal content, or review criteria, please contact:

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650/723-0051

For questions regarding grant administration and budgets, please contact:

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650/723-2426