



# Student Research Proposal Guidelines

For Submitting Proposals for  
Undergraduate and Graduate Student Research,  
Scholarship, Creative Activities,  
and Travel Awards



# GUIDELINES FOR SUBMITTING STUDENT RESEARCH PROPOSALS

## I. General Information

The goal of the Student Research Fund is to provide support to undergraduate and graduate students for expenses incurred in conducting and disseminating research and other scholarship or creative activities. The undergraduate student must have at least a 2.0 GPA and the graduate student a 3.0 GPA and be a registered student at the University of Central Arkansas for the semesters in which the project is to take place (students who graduate will not be able to access the funds after the date of their graduation). A student can receive **no more than one** award per academic year. Although there is no established limit on the size of a request for funds, most awards are modest. **The maximum amount awarded from the Student Research Fund for Travel is \$400.00.** Awarded amounts are determined by the merit of the proposal, the amount contributed by other sources (i.e., department, college), and on a first come, first served basis. **The total contributing (matching) funds from all levels should equal approximately 50% of the total request.** For example, if a department is willing to contribute \$200 and the college is willing

**Research Involving Animals**

All laboratory research



## **For Travel Proposals**

Student Research Funds to supplement travel for presentation of papers or projects may be requested but are considered only if the student **has not been awarded research funds for the current budget year**. The maximum amount that can be awarded from the Student Research Fund for travel is \$400.00.

### **A. Student Research Fund Request form**

Include the name of the student applicant, ID number and address, name of the faculty mentor, indicate whether the student is undergraduate or graduate, show the student's major, and give the title of the project. If the proposal is for a group or multiple students, a list with each student's name and UCA ID number must be included. Fill in the beginning and ending dates of the travel, the contributing funds and appropriate signatures of the student applicant, the faculty mentor, the department chair, the college dean and any other sources (see attached Student Research Fund Request form).

The field for the contribution amount by the Graduate Dean should be left blank.

### **B. Conference Travel Request Information must include the following:**

- 1) An abstract or other document providing a description of the research, scholarly or creative activity,
- 2) Verification of acceptance or invitation for presentation,
- 3) A description of the audience/organization.

### **C. Budget**

Outline the travel costs (see attached sample student research proposal budget).

## **IV. Information for Expenditure of Research Funds**

Student research funds are not always available. When the funds are

