Executive Summary
This memorandum is a call for proposals for VPUE Faculty Grants for Undergraduate Research. The primary goal of these grants is to enable undergraduates to work closely with individual faculty on research and scholarship. Grants commonly provide between $3,000 and $5,200 per faculty member to support the expenses of undergraduate participation in faculty-led projects, such as stipends, small materials costs, and faculty-supervised travel. There will be two proposal submission deadlines for Academic Year 07-08:
   - Wednesday, October 24th, 2007
   - Wednesday, February 13th, 2008

Proposals should be submitted via the web form at http://vpuefacultygrants.stanford.edu.

Program Goals
The primary goal of this grant program is to allow individual faculty members and research center affiliates to support undergraduates' participation in their current research and scholarly projects. The program aims to provide a bridge between introductory coursework and more advanced independent study, and to allow students to develop research skills under close faculty mentorship. The program provides students an opportunity to apply and extend their research experience within the framework of a faculty member's current projects.

Eligibility and Selection Criteria
This year we again anticipate high demand for these grants, and it is unlikely that we will have sufficient resources to fund all worthy proposals.

Proposals from Academic Council faculty and research scholars at Stanford-affiliated centers, laboratories, and institutes are given first priority. If sufficient funding is available, proposals from other members of the Stanford research community may be considered. If the number of worthy proposals exceeds the funding available, priority may be granted to faculty who have not received VPUE Faculty Grant funding in the past.

Faculty members from departments or programs receiving VPUE Departmental Grants for Undergraduate Research are eligible to apply for VPUE Faculty Grants, but must provide a
detailed explanation of why the proposed project cannot be supported through the existing Departmental Grant.

Funds may only be used to support current Stanford undergraduates. Funds may not be used to support honors thesis research. Students conducting research intended for an honors thesis should instead apply for funding through the VPUE Student Grants Program, administered by Undergraduate Advising and Research (UAR). More information is available at http://studentgrants.stanford.edu.

Proposals for VPUE Faculty Grants are reviewed by the Undergraduate Advisory Council, a faculty committee that advises the Vice Provost on allocation decisions. The Advisory Council places high value on evidence of the following when reviewing proposals:

- Strong mentorship from the faculty member
- A plan for training the student in methodologies that could eventually allow the student to undertake more independent research, such as a senior project, honors thesis, or graduate study
- The student’s regular engagement with a larger research question (the “big picture”) relating to her/his specific research tasks
- A close fit between the proposed research project and student’s intellectual interests and program of study

**Proposal Guidelines**

There will be two proposal submission deadlines for the academic year 2007-08:
- Wednesday, October 24th, 2007
- Wednesday, February 13th, 2008

These deadlines do not necessarily correspond to the period in which the research will take place; for example, faculty may submit a proposal for the October deadline to support research that will take place during the spring or summer. Funds awarded in the Fall review will be available January 1st; funds awarded in the Winter review will be available June 1st. Funds must be used by the end of the fiscal year in which they are granted. Funding cannot be applied retroactively.

Faculty reviewers on the Undergraduate Advisory Council greatly appreciate proposals that are both detailed and concise. We encourage faculty to consult with Brian Thomas in advance of submitting proposals. He is available to provide feedback on proposal drafts up to one week before the submission deadline. Drafts should be sent via email to bthomas@stanford.edu.

Proposals must be submitted online via web form at http://vpuefacultygrants.stanford.edu. You may paste electronic text into the online submission form, and you will have the option of saving your work in-progress and returning later to complete and review the proposal before final submission.
The proposal submission web form requests the following:

I. **Contact Information**

II. **Executive Summary**
This form will serve as the cover sheet to your proposal and will be the first document reviewed by the UIGAC committee. The Executive Summary summarizes key points about proposal such as number of students and faculty, quarters in which funding is requested, total budget, etc.

III. **Renewal Information**
If the proposal is a request for renewed funding, numbers of past student participants, as well as an assessment of project outcomes and planned improvements.

IV. **Project Description**
A short description (no more than 450 words) of the research/ independent study project, including discussion of the precise nature of the student's research activities, the larger faculty research project or question to which these activities relate, and the mentoring role of the faculty member. If the proposal is for funding renewal of a past VPUE Faculty Grant, include a statement of progress-to-date toward the project's completion and the faculty member's assessment of the faculty/student research partnership.

V. **Student Product**
A brief description of the student product to be completed during the research experience (a written report, a poster or oral presentation, curricular materials, or proposal for future research such as an honors thesis).

VI. **Relation to Student's Educational Program**
A brief discussion of how the research enhances the student's educational program and goals. This may include preparation for a senior project or an honors thesis, exploration of a potential major, or introduction to advanced study in a defined area of interest within the major.

VII. **Evaluation**
A plan for ongoing project evaluation based on the faculty member's and the student's goals. Note that the Advisory Council requires all students supported by VPUE Faculty Grants to submit final online project evaluations through the web form at http://vpue-fmpform1.stanford.edu/URP/evals/eval1.html. If your proposal is for funding renewal of a past VPUE Faculty Grant, the UAR office will provide completed student evaluations to the Advisory Council for inclusion in their review. If your student has not yet completed this evaluation, please instruct her/him to do so.

VIII. **Plan for Student Recruitment**
A description of the faculty member's plan for recruiting a student (including selection criteria), if the student has not already been identified.
IX. Rationale for Faculty Grant Funding
An explanation as to why the project for which you are requesting funding cannot be supported through your department’s VPUE Departmental Grant (ONLY required if you belong to a department or program that receives a VPUE Departmental Grant for Undergraduate Research).

X. Budget
A line-item budget. Typical budget requests range from $3,000 to $5,200. Eligible expenses include, but are not limited to:

- **Student stipends or hourly wages**: summer and term-time, for work on the described project. The maximum level at which VPUE funds may support an undergraduate researcher is $13.00 an hour, or the stipend equivalent thereof. Students may be paid for up to 10 hours per week during the regular academic year or 40 hours per week during the summer. Full-time summer stipends may not exceed $5,200.

- **Materials costs**: limited funds for the purchase of small equipment, lab supplies, data sets, copying, or other materials directly related to the described student research project. All requests must be for exclusive use of the undergraduate; no infrastructural costs will be covered. Funds generally do not support software purchases. Requests may not exceed $500.

- **Student travel expenses**: to accompany a faculty member to a field site, archive, or other off-campus resource related to the described research project. Travel to sites covered by a U.S. State Department Travel Warning or other safety advisory cannot be funded. Students traveling to a professional or scholarly conference to present their own research should apply for a Conference Travel Grant instead; more information is available at [http://studentgrants.stanford.edu](http://studentgrants.stanford.edu).

Program Administration
The VPUE Faculty Grants for Undergraduate Research program is administered by the office of Undergraduate Advising and Research (UIAR).

For questions regarding program goals, proposal content, or review criteria, please contact Brian Thomas ([bthomas@stanford.edu](mailto:bthomas@stanford.edu); 650/723-0051).

For questions regarding grant or proposal administration or budget, please contact Beth Elliott ([belliott@stanford.edu](mailto:belliott@stanford.edu); 650/723-1588).
Frequently Asked Questions

How do VPUE Faculty Grants differ from the Student Grant Program (Major Grants, "UROs", etc.) also offered by Undergraduate Advising and Research?
The difference between UAR Student Grants and individual Faculty Grants is subtle but significant: Student Grants are intended to support student-initiated and student-designed research projects mentored by faculty. The VPUE Faculty Grants generally support faculty-designed projects, which provide undergraduates with supervised experience while they develop research skills. VPUE Faculty Grants may not be used to support a student's honors thesis research during the summer between the junior and senior year, or during the senior year; students should apply for Major or Quarterly Grants to support this honors research. Both VPUE and Student Grant programs are administered by the UAR office to ensure coordination of benefits. When a question arises as to which type of support is appropriate, please contact Brian Thomas (bthomas@stanford.edu).

How do VPUE Faculty Grants differ from VPUE Departmental Grants for Undergraduate Research?
Proposals for VPUE Faculty Grants are submitted by individual faculty members to support the expenses of undergraduate participation in the faculty member's current research. These grants generally support one student's (or, occasionally, a small student group's) work with one faculty member. Proposals for VPUE Departmental Grants are submitted by department chairs and program directors. These grants support larger summer and academic-year research programs involving multiple faculty members and students. In some circumstances, faculty may find that their individual projects can be supported by an existing VPUE Departmental Grant. For more information (including the VPUE Departmental Grant request for proposals), please visit http://vpuedepartmentalgrants.stanford.edu.

What about the Summer Research College?
Undergraduates supported by VPUE Faculty Grants may choose to live in the Summer Research College (SRC). SRC is a 10-week summer residential program for undergraduates participating in full-time research on campus. Benefits of SRC include immersion in a community of undergraduates similarly committed to full-time research, faculty guest speakers, workshops on topics relating to research, and cultural and social excursions. The program is designed to enhance, but not to interfere with, the students' primary responsibility to their faculty mentor's research expectations. The number of available spaces for summer 2008 is limited, and we may not be able to meet full student demand. Students interested in living in SRC can learn more at http://src.stanford.edu.

What about Human Subject advances and lab transfers?
Some students' projects involve paying Human Subjects. Department staff supporting the faculty member administer Human Subject advances and clearings to assure continuity with the research protocol residing in the department. Administrators with limited experience with Human Subject payments may refer to the on-line tool provided by the Controllers Office at: http://www.stanford.edu/services/oracle/reimbursements/iou Ug/pages/advances01_02.htm.

Some students' research projects involve lab expenses requiring a transfer from VPUE funds to department funds. Upon award, department administrators should work directly with the UAR Financial Analyst, Odette Camacho (ocamacho@stanford.edu, 3-2809), to facilitate the fund transfer.
Appendix: Best Practices In Faculty/Undergraduate Research Partnerships

We have compiled a list of best practices in faculty/undergraduate research partnerships, based on successful proposals and projects funded thus far.

I. Creating an Optimal Match between Student, Faculty Member, and Project
   - From the project outset, there is a parallel between the student and faculty interests. As one faculty member said, the student expresses a "serious independent interest" in the faculty member's research questions.
   - The student possesses some background in the topic at the start of the partnership, attained through coursework or a deep personal interest.
   - Frequently the student and faculty member first become acquainted in a course on a topic related to the research project. In many cases, it is the student who first approaches the faculty member about pursuing a question raised in class through independent work.
   - The collaboration takes place at what one faculty member calls "the optimal moment in the undergraduate's career to realize a maximum benefit." In some cases, this is at the point of conceiving an honors project; in others, at the moment of making a commitment to a major. In all cases, the student is ready to make a substantial intellectual and time commitment to the project.

II. Defining the Scope of the Student Research Activities
   - All research activities center around a well-articulated, central research question that corresponds to the student's own intellectual interests.
   - Ideally the student activities include both simpler/finite tasks and more complex or expandable activities. Finite tasks teach a skill applicable to future work and provide a sense of short-term accomplishment, while complex activities allow the student to exercise high-order thinking, judgment, and creativity.
   - The faculty member provides direct, ongoing mentorship in a key methodology. The student receives regular feedback on progress in applying (and critiquing) this methodology.
   - The faculty member introduces the student to other research collaborators who aid in completing complex tasks and lend a sense of community to the research project: graduate students, post-doctoral fellows, librarians, curators, field supervisors.

III. Student Product
   - At the project outset, the faculty member articulates the tangible contribution that the student's work will make to the larger research project.
   - In addition, the student produces some tangible piece of work (a paper, a data set, a critical bibliography, etc.) that she/he might further develop into a subsequent independent project, honors thesis, or other longer-term project.