Fiscal Year (FY) 2022 Undergraduate Research and Creative Scholarship Awards from the Office of Undergraduate Research (OUR)

General Information.

Thank you for participating in the FY 2022 Undergraduate Research and Creative Scholarship Award program sponsored by the Office of Undergraduate Research (OUR). We were excited by the excellent response to the FY 2021 program, and are eager to learn about the research and creative scholarship activities of our undergraduate scholars.

A guiding principle of these awards is that the funding is to follow the scholar – i.e., the awards are solely to support the undergraduate scholars’ research and creative activities. While the Colleges will have some discretion in how the funds are spent, OUR has established guidelines as to allowable expenditures:

Examples of allowable use of the award funds

- Student stipend
- Registration and travel to a meeting for the scholar to present their work
- Travel expenses required for the scholar’s project (e.g., airfare, mileage, lodging, meals)
- Supplies explicitly needed for the scholar’s project

Note: For supplies, no more than 10% of the award allocation can be used for supplies unless express permission is received from OUR. The award funds are not intended to be a mechanism to fund the research and creative scholarship activities of the mentor.

Non-allowed use of the award funds

- Funds for food or events
- Purchase of equipment
- Tuition
- Items deemed to be discretionary in the BPM

We are driven by a mission to offer research and creative scholarship opportunities to as many scholars as possible. In this light, we request that, during their time at UK, individual scholars receive no more than one academic-year research award, one travel award, and one summer research award (or some combination thereof), unless extenuating circumstances dictate otherwise. For the latter, please contact OUR to discuss the situation.

Further, while we strongly encourage co-funding of scholars whose research crosses disciplines and Colleges, we do not want students to receive double funding for the same work from different Colleges. Hence, scholars are allowed to submit a proposal to only one College, and it is up to the Colleges to determine if co-funding is a reasonable course to follow. In the upcoming year we will discuss, as a group, possible mechanisms to make this process easier for the students and Colleges alike; see Data Collection section below for an initial attempt to follow student funding. We also would like to hear of any funds that the Colleges may have added to the OUR funds to support undergraduate research and thank those who have already done so!
Funding Mechanisms.

A convenient way for funds to be awarded for student stipends is to use the Scholarship and Grant Authorization (SAG) form, coded as an undergraduate scholarship in SAP, as a lump sum payment in mid-May. This mechanism, to be used when students are enrolled in courses, expedites payments to students, while also removing requirements that the scholars be considered employees. However, if funded this way, the list of selected students must be sent to Financial Aid to determine if any students are receiving Pell grants/financial aid; this may affect the student’s eligibility, in which case other arrangement may have to be made.

If the student is not enrolled when the payment is made, colleges must submit both a Payment Request Document (PRD) and Payments on Behalf of Students (PBS) form. If the award is $50 or more, the PRD must contain the name of the award (VPR Undergraduate Research Student Award), the award reference code (VPR-1), and a description of the criteria the college used to select the student.

*Recall that no carry-over will be available, and any FY 2022 funds not spent by June 30, 2022 will be pulled back from the account when new funds for FY 2023 are made available.*

Data Collection.

As we aim to build a more detailed and inclusive picture of the research and creative scholarship activities of our undergraduate scholars, data collection will play an essential role. The collection of data will be used to tell the full story of our undergraduate scholar’s activities, which will be important as we seek additional internal, external, and philanthropic funds to support undergraduate research and creative scholarship, and may also allow OUR to update the award funding model. Over the next several weeks and months, OUR will build a data infrastructure to capture undergraduate mentored research and creative scholarship activities across campus. As we do this, we will seek insights and guidance from the Colleges so that we are able to appropriately capture all mentored activities.

**Pre-award metrics**

OUR will require the following information about the students and their mentors in the College funding plans to be submitted via webform, the link to the webform will be provided separately. OUR requests that prior to award processing that College business officers or representatives submit the requested information about the scholar and mentor; OUR will review this information in our effort to prevent double funding.

**Webform: FY 2022 OUR Award Metrics Form**

- Select scholar metrics
  - UK ID & email address
  - Major College and Department
  - Academic Standing
  - College / Department / Center where research and creative scholarship is being completed
Select mentor metrics (linked to the Scholar)
- UK ID & email address
- College / Department / Center of Appointment
- College / Department / Center where research and creative scholarship is being completed
- Is the Fellow working on a project for which the mentor has internal or external funding?
  - If yes, the funding agency and grant number must be provided

Select award metrics (linked to the Scholar)
- Award amount
- Co-funding information (if applicable)
- Matching funds (if applicable)
- Fund use (e.g., stipend, supplies, travel, etc.)
- Brief Description of Proposed Research Activities & Fund Use

Immediate post-award metrics
At the conclusion of the award period, the scholar will be required to submit via webform a 500 – 1000 word report (PDF format) describing the research activities and outcomes of how the funds were spent. OUR will contact the scholar with guidelines to complete this information. Note that failure of the scholar to submit the report will result in the scholar being ineligible to receive further funding through OUR.

Select scholar metrics
- UK ID & email address
- Qualitative and quantitative descriptors of the research and creative scholarship experience
- A 500-1000 word report describing the research activities and outcomes and how funds were spent

Webform: FY 2022 OUR Scholar Final Report

Note: An email trigger will be added to the webform so that when a scholar selects their supporting college and completes the form that the college contact will also receive a copy of the response.

Select faculty metrics
- UK ID & email address
- Research Project Title
- Fund use
- Was the funding used to support sponsored research?
- Plans to continue working with the student

Webform: FY 2022 OUR Mentor Report
Long-term post-award metrics

At a period of two (2) years post award, scholars and mentors will be contacted to gauge how the OUR award impacted their research and creative scholarship and career trajectories. While the scholar response will be optional, failure of the mentor to comply with the information request will result in the inability for their undergraduate scholars to apply for an OUR award in the following fiscal year.

- Scholar metrics
  - One-question survey asking how the OUR fellowship impacted their academic and career trajectory

- Mentor metrics
  - One-question survey asking how the OUR fellowship impacted the mentor’s laboratory and research and creative scholarship. If publications were produced, presentations given (by the mentor or scholar), preliminary data for a proposal generated, or grants resulted from the fellowship funding additional questions will request this information.

Failure to comply with the data collection activities will result in the College not being eligible for funding in the following fiscal year.