

Undergraduate Student Research Initiative (USRI) Grant Funding Guidelines

All relevant University policies and procedures apply, and the Internal Grant Funding Guidelines should be reviewed prior to applying.

Purpose

- The USRI Project and Dissemination Grants provide MacEwan University students with financial support to actively engage in projects and disseminate research outcomes so that these experiences might serve to prepare them for future careers in academia, industry, and the community.
- The USRI Project and Dissemination Grants aim to foster a scholarly environment that encourages inquiry, critical thinking, and skill development as part of building a culture of innovation and research excellence at MacEwan University.

Categories of Funding

1. USRI Project Grant:

- The USRI Project Grant supports activities involving the generation of research and creative works. Funding is provided to support the costs of study such as business cases, art creations, and design projects, compositions and performances, community-based research, clinical research, and research experiments. Project proposals may also be extensions of coursework.
- Projects should be connected to ongoing faculty research programs or relevant to their Faculty Mentor discipline.
- If applicable:
 - MacEwan University Research Ethics Board (REB) or Animal Research Ethics Board (AREB) approval is required for all projects that involve human or animal participants.
 - Faculty mentors must ensure that the student projects meet all necessary ethical, legal, and financial requirements. Faculty Mentors are responsible for submitting ethics applications as primary investigators. Funds will not be released until evidence of ethics approval is provided.
 - Faculty Mentors and students must complete the Student Intellectual Property Agreement identifying authorship and other recognition of contributions.

2. USRI Dissemination Grant:

- The USRI Dissemination Grant supports activities involving the sharing, presentation, exhibition, or performance of original works, ideas, or research data.
- To be eligible, students must be disseminating work related to their program or course of study at MacEwan University.
- Students who wish to co-present the same work at the same conference are eligible to each apply for a USRI Dissemination Grant (maximum of 2 applications are allowed).

Eligibility

- Any student registered at MacEwan University at the time of application is eligible for USRI Project and Dissemination Grants. If they plan to graduate after the deadline, they can be supported for 1 term (Fall, Winter, Spring/Summer) after their last class term.
- Students may apply to both USRI Project and Dissemination Grants but may only hold one award at a time and one of each award per academic year (i.e., July 1 to June 30).
- Students must obtain the support and supervision of a Faculty Mentor.
- Faculty Mentors for students should be someone in the discipline of study and conducting Scholarship in that area.
- Faculty may mentor a maximum of **two** USRI Project Grant applications and **three** USRI Dissemination Grant applications.

Expenses

- Students are responsible for tracking expenses as reported in the budget section of their applications. However, Faculty Mentors are ultimately responsible for grant budget and any overages that may occur due to incorrect expense tracking.
- Students cannot receive funding for tuition or fees and travel related to placements, practicums, and field schools.

Travel

- Domestic or international travel is subject to approval by the Dean or delegate. Faculties/Schools are responsible for ensuring travel approvals are completed prior to students travelling.
- Students must comply with current MacEwan travel policies.
- Faculty Mentors must ensure that the appropriate Travel Authorization forms are submitted.

Final Reporting

- Submission of final reports are required for USRI Project and Dissemination Grants.
- Final reports for USRI Project and Dissemination Grants are due 30 days after the activity has been completed.
- Faculty Mentors and students who have not submitted a final report for previously completed internal grants are not eligible to apply for new internal funding. If the final report is not submitted by the application deadline of the new funding opportunity, the application will be denied.

General Notes

- Applications must be written by students. Students submitting applications for activities that are similar should ensure the written work is unique in the application. Applications that look too similar (i.e., appear to be copied and pasted) will receive lower scores.
- Faculty Mentors should review and advise on content of the application, confirm application is written by the student, and ensure that the application adheres to these guidelines.
- The Faculty Mentor Statement must be written by the Faculty Mentor and should be unique to each application being supported.
- Team applications are allowed. The team leader must be identified and should complete and submit the application form as the applicant.
- Successful applicants are required and expected to participate in MacEwan's annual Student Research Day event and present the results of their research or creative activities.
- Students are encouraged to contact roam@macewan.ca for archiving any work resulting from internally funded research in MacEwan University's institutional repository.
- If granted a USRI Project or Dissemination Grant, the Faculty Mentor:
 - must ensure that student researchers conduct their work in a safe environment. This includes providing appropriate training in the safe handling of chemicals and biological hazards, use of equipment, instruments or tools.
 - will review and comment on all aspects of student projects including appropriate methods, project timelines and budget requirements as well as use of appropriate materials and employment of proper media and formats in artistic works and adequate allocation of funds for dissemination.
 - will provide ongoing consultation and review their student's work from inception to completion and dissemination. However, activities should reflect the interpretations and creative product of student, not necessarily that of the mentor.
 - will maintain regular meetings with students to assess progress, problem solve, and update activity logs and expenses. Project goals and responsibilities should be clear. Faculty Mentors must not authorize timesheets for payment exceeding approved payable work hours.
 - must ensure that financial documentation and final reports are submitted at the conclusion of the activity.
 - are expected to attend dissemination events, performances or other exhibitions of the student's work related to the award. Faculty mentors should guide students through the dissemination process including abstract writing, presentation creation, and in-person exchanges with other researchers.
 - should remind students of their obligation to participate in the MacEwan annual student research day by presenting a research poster or giving a talk.

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