



Office of Research and
Innovation

UIWSOM Student Research Award

Award Description

The UIWSOM Student Research Award (SRA) supports and encourages mentored scholarly research, scientific inquiry, and inventive technology. This award is for UIWSOM students who wish to conduct a hypothesis driven research project and need financial assistance for necessary materials to begin to collect data. Students must identify a faculty mentor **EARLY** in the process so that the mentor can provide guidance in the preparation of the proposal. Students are advised to examine the support services available for their research projects at the following link: <https://osteopathic-medicine.uiw.edu/research-innovation/research-support-services.html>

Award Amount: maximum award amount is \$5,000.00. Any request exceeding this amount will require special approval.

Award/ Application Period: SRAs applications are due by **March 15th** with an anticipated start date of **June 1st**. The duration of the award will be one year from the start date determined by the RSAC.

Eligibility

To be eligible for an award from the UIWSOM Student Research Award, an applicant must be:

- (a) in good academic, professional, and enrollment standing
- (b) enrolled in the semester or in the session that the research takes place
- (c) identified a UIWSOM faculty mentor to serve as the PI

An award should be used during the academic year in which it was awarded. A student is only eligible for funding once per fiscal year (June 1-May 31).

Application Preparation: Written Proposal

A. Written proposal: In preparing the proposals for submission, an applicant should remember that the Research and Scholarly Activity Committee (RSAC), which will review SRA applications, cannot include a specialist in every field. Therefore, the proposal should communicate the significance of the work in a manner that is understood across disciplines but can still include detail that a content expert would understand as well. Furthermore, proposals must adhere to guidelines on page limits and style. Any section that does not adhere to the page limits will have points deducted during evaluation and any material beyond the allotted page limit will not be reviewed. Be sure to define acronyms or field-specific terminology.

The following lists the contents of the application.

1) Cover Page(s)

- a. Name of applicant and any personnel involved in the project.
- b. Title of project
- c. Type of research (e.g., survey, osteopathic, retro- or prospective analysis)
- d. Abstract (no more than 500 words) that summarizes the proposal objectives, benefits, and significance.

2) Biographical Sketch (use provided form; 2-page maximum)

- a. Include all relevant data in the provided form fields. The biographical sketch may not exceed two pages. Sections should include:
 - i. Personal statement (a paragraph description of the researcher's expertise and ability to conduct the proposed research)
 - ii. Positions and honors
 - iii. Selected peer-reviewed publications
 - iv. Research support
 - v. Specific scholarship outcomes from past UIW research support.

3) Research Proposal (use provided form; 6-page maximum)

- a. Significance (1/2 page maximum)
 - i. This section should clearly state how the project addressed an important problem or a critical barrier to progress in the field. The proposed research questions should be described and the general strengths and weaknesses of prior research being listed as crucial to support the project (science premise) must be addressed.
- b. Innovation (1/2 page maximum)
 - i. This section must directly state how the project introduces highly novel and useful elements of investigation into the scientific community.
- c. Impact (1/2 page maximum)
 - i. Describe how the project relates to the mission of the UIWSOM.
 - ii. Indicate the relevance of the study to osteopathic manipulative medicine or osteopathic principles and practice.
- d. Statement of Problem/Purpose
 - i. The statement of problem/purpose and hypothesis should be clear and concise, directly stating the objective of the project in lay language.
- e. Background
 - i. This section should clearly articulate the importance of this study for the researcher's discipline, UIWSOM, and society. Include relevant literature to support the current status of research in this field and the proposed approach to the study.

- f. Approach
 - i. Methodology (quantitative or qualitative) should indicate a logical, clear, and appropriate design, sample and setting, and intervention.
 - ii. Measurement instruments should be congruent with the variable measured. Indicate support for the validity and reliability of processes and instruments.
 - iii. Articulate the methods of data collection and plans for analysis.
 - i. In the case of human or animal subjects, state measures for protection and describe the risks and benefits of this study.
 - ii. Non-quantitative or non-qualitative research methodology should present a logical, clear design appropriate to the study.
- g. Timeline
 - i. The timeline should be realistic and organized appropriately for the type of project and outline the progress of the work over the course of the award period.
- h. Future direction
 - i. Describe how might the results of this study lead to future research and external funding applications.
- i. Bibliography (2 page maximum, not included in the Research Proposal 4 page maximum.)

4) Budget/Budget Justification (use provided form; 1 page)

- a. Indicate costs for any project materials and activities associated with the project. List the total of all project expenses. In the budget justification, provide detailed information on the individual items required, including how costs were determined, for the project's completion.
- b. Allowable Costs:
 - i. Funds are to be used for research expenses for the project that are not already covered by other sponsoring agencies or for resources unavailable on campus.
 - ii. Examples include:
 - 1. Supplies.
 - 2. Expenses for data collection, field work, or archival research.
 - 3. Software necessary to the project that is not already available on campus.
 - 4. Participant incentives if it is justified and essential to the project.
 - 5. Equipment necessary to the project that is not already available on campus. The PI will have priority use of any equipment purchased during the funding period; however, all faculty will have access to equipment purchased by an SRA.
 - 6. Printing of poster for presentation.
- c. Unallowable Costs:
 - i. Payment of salaries. The Office of Research and Innovation supports 2 research staff to assist faculty in their studies.
 - ii. Childcare.

- iii. Office supplies.
- iv. Printing
- v. Office equipment, including laptops or computers.
- vi. Stipends, donations, scholarships and/or tuition costs.
- vii. Travel to present findings at domestic meeting.
 - 1. Faculty travel is supported through their Faculty Development Funds.
 - 2. ORI has funding mechanisms to support student travel (Student Travel Award).

5) Research Compliance

- a. Projects are required to follow the appropriate research compliance rules. If human or animal subjects will be used for the proposed project, award funds will not be released until the project has appropriate research compliance approval. *Approval is not needed in advance of application. However, please indicate the status of your application (approved, under review, or not yet submitted).*
- b. Within 30 days of submission of the proposal, documentation demonstrating the applicant is seeking appropriate regulatory compliance (e.g., IRB, IACUC, Safety) must be submitted to the ORI.

6) Letter of Academic and Professional Standing

- a. Projects that have student researchers are required to provide a current copy of the student's letter of academic and professional standing. The request for academic and professional standing is: <https://form.jotform.com/212796139070155>. Please note, it will take up to 7 days to receive your letter of standing.
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Faculty Mentor

- o Identify a UIWSOM faculty mentor willing to work with you and guide you through the research process and provide your mentor the Faculty Mentor Recommendation and Agreement form at the end of this document. They should return this form to ORI before the application deadline.

Review of Applications

In preparing the proposals for submission, an applicant should remember that the Research and Scholarly Activity Committee (RSAC), which will review SRA applications, cannot include a specialist in every field. Therefore, the proposal should communicate the significance of the work in a manner that is understood across disciplines but can still include detail that a content expert would understand as well. Furthermore, proposals must adhere to guidelines on page limits and style. Any section that does not adhere to the page limits will have points deducted during evaluation and any material beyond the allotted page limit will not be reviewed.

Evaluation Criteria

The goal of the award is to support and encourage student research. Although the quality and significance of the work proposed is of paramount importance, consideration will be given to other factors that are relevant to the mission, vision, and advancement of the SOM.

The RSAC will review the proposals and make recommendations to the Associate Dean for the Office for Research and Innovation (ORI). Each section of the application will be reviewed and evaluated. Some of the major areas that will be evaluated are, but not limited to:

- Significance of the study to the discipline and to UIWSOM's strategic plan.
- The innovation of the project.
- Relevance of the study to osteopathic manipulative medicine or osteopathic principles and practice.
- The PI, collaborators, and other researchers proficiency and experience with all proposal techniques.
- Scientific manner of research approach and methodology.
- There is sufficient support for the protection of the research subjects (human or animal).
- Budget is justified and within reason for completion of the study.
- Overall proposal adheres to the guidelines, page limits, and is within the purpose of the award to encourage research that will lead to further funding from external sources.
- Project timeline (schedule of milestones) is appropriate for the length of the award.
- The study could lead to data that will help the PI with subsequent external funding applications.

Post Award Reporting Requirements

- **Adverse Events:** Any adverse events that are reported to regulatory bodies (e.g., IRB, IACUC) must also be reported to the ORI.
- **Publication Costs:** Costs associated with publication in manuscript form of the results of an SRA study are likely to occur after the end of the funding period. Upon request, ORI will provide funds for publication of any work resulting from SRA funding.
- **Progress Report:** Six months after the start of funding, the student will present a maximum 2-page written summary of progress to the RSAC. The purpose of this report is to inform the RSAC of any successes and/or problems the PI has encountered. If the RSAC has any questions the student can be asked to appear at the next scheduled RSASC meeting.
- **UIWSOM Research Week:** Student receiving funding for SRA must present their research at the annual UIWSOM Research Week.
- **Chalk and Talk Presentation:** Within 12 months of funding, the student must present their research at a UIWSOM Chalk and Talk session. The purpose of this presentation is to provide the student with the opportunity to present their work and engage in meaningful discussion of the research. Contact the ORI to schedule your presentation.
- **Final Report:** Within 30 days of the end of funding the student must submit a written report of the final status of the project which includes:
 - a summary of the work performed.
 - plans for dissemination of the results (e.g., abstracts, publications, presentations).

- an accounting of the final budget.

For more information contact:
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