

Fiscal Year (FY) 2024 Undergraduate Research Awards from the Office of the Vice President for Research (OVPR) and the Office of Undergraduate Research (OUR)

General Information

Thank you for participating in the FY 2024 Undergraduate Research Award program sponsored by the Office of the Vice President for Research (OVPR) through the Office of Undergraduate Research (OUR). The guiding principle of these awards is that the *funding is to follow the undergraduate researcher – i.e.,* the awards are solely to support the undergraduate researcher’s activities. While the Colleges have discretion on how the funds are spent, OUR has established allowable expenditure guidelines as follows:

Examples of allowable use of the award funds

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

Non-allowed use of the award funds

- Funds for food or events
- Funds to support stipends, supplies, etc. for course-based research activities (e.g., 395 course participation)
- Purchase of equipment
- Tuition
- Items deemed to be discretionary in the BPM

OUR is driven by a mission to offer research opportunities to as many undergraduates as possible. In this light, OUR requests that, during their time at UK, individual undergraduate researchers **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.

We **strongly encourage co-funding** of undergraduates whose research crosses disciplines and Colleges. Students are not to receive double funding for the same work from different Colleges. Hence, **undergraduate researchers are allowed to submit one proposal to only one College for a given allowable expense as defined above**, and it is up to the Colleges to determine if co-funding is a reasonable course to follow. We will continue to engage the Colleges to determine mechanisms to make this process easier for the students and Colleges alike.

Undergraduate Researcher Funding Mechanism

OUR recommends that funding be made through **both Payment Request Document (PRD) and Payments on Behalf of Students (PBS)** forms. 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 2024 funds not spent by June 30, 2024, will be pulled back from the account when new funds for FY 2025 are made available.

Award Reconciliation

To ensure the undergraduate research awards are being spent in a timely manner, OUR requires regular account reconciliation. To make the process as easy as possible, a [simple webform](#) will need to be completed by the dates below for FY 2024 funds:

- Fall 2023 Semester: **Friday, December 15, 2023**
- Spring 2024 Semester: **Friday, May 3, 2024**
- Summer 2024 Term: **Friday, August 2, 2024**

Collection of Undergraduate Researcher and Mentor Pre- and Post-Award Data

The collection of undergraduate researcher and mentor metrics will be used to tell the full story of our undergraduate researcher activities, which will be important as we aim to build a more inclusive research environment, seek additional internal, external, and philanthropic funds to support undergraduate research, and update the OUR funding model. **Failure to comply with data collection activities will result in the College not being eligible for funding in the following fiscal year.**

Three data collection actions, each submitted via webform, are required for every undergraduate research award:

- Pre-award undergraduate researcher and mentor metrics
to be completed by a College representative
- OUR Award Account Reconciliation report
to be completed by a College representative
- Post-award undergraduate researcher and mentor reports
to be completed by the respective undergraduate researcher and mentor
- Long-term undergraduate researcher and mentor questionnaires
to be completed by the respective undergraduate researcher and mentor

To ensure that data is collected in a timely manner each term, reports need to be completed and submitted by:

- Fall 2023 Semester Metrics & Reports: **Friday, December 15, 2023**
- Spring 2024 Semester Metrics & Reports: **Friday, May 3, 2024**
- Summer 2024 Term Metrics & Reports: **Friday, August 2, 2024**

Pre-award undergraduate researcher and mentor metrics

OUR requires that the following information about the undergraduate researchers, mentors, and award use be submitted via webform (see link below). ***A College representative or business officer must submit the requested information about each scholar and mentor prior to award processing;*** OUR will review this information in our effort to prevent double funding.

Webform: [FY 2024 OUR Pre-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
- 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 the proposed fund use

Post-award undergraduate researcher and mentor reports

At the conclusion of the award period, the undergraduate researcher and mentor are each required to submit a brief report via webform. OUR will initiate the contact with both the undergraduate researcher and mentor to collect this information. ***Failure of the undergraduate researcher to submit the report will result in their being ineligible to receive further funding through OUR.***

Webform: [FY 2024 OUR Scholar Final Report](#)

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

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.

Webform: [FY 2024 OUR Mentor Final Report](#)

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

Webform: [FY 2024 OUR Award Account Reconciliation](#)

- Fall 2023 Reconciliation Report: **Friday, December 15, 2023**
- Spring 2024 Reconciliation Report: **Friday, May 3, 2024**
- Summer 2024 Reconciliation Report: **Friday, August 2, 2024**

Long-term undergraduate researcher and mentor impact questionnaire

At a period of two (2) years post award, scholars and mentors will be contacted by OUR to gauge how the research award impacted their research and career trajectories.

- [Undergraduate researcher questionnaire](#)
 - One-question survey asking how the OUR research award impacted their academic and career trajectory.

- [Mentor questionnaire](#)
 - One-question survey asking how the OUR research award impacted the mentor's laboratory and research. Information could include publications produced, presentations given (by the mentor or scholar), or preliminary data for a proposal or grant resulting from the award.