2024 Victor H. and Elizabeth A. Barnett Research Award

The Pott College of Science, Engineering, and Education invites proposals from undergraduate students for the Victor H. and Elizabeth A. Barnett Research Award. This award supports undergraduate research in collaboration with a sponsoring faculty member in the Pott College. This award may be requested by an individual student working on a project with a faculty member, or several students working on a project collaboratively under the supervision of a faculty member. Regardless, the maximum amount of each award is $1,000. Grant funds must be used while the student(s) are pursuing their undergraduate degree. Funds will be available January 1, 2025.

To be eligible for the Victor H. and Elizabeth A. Barnett Research Award, a student needs to be currently enrolled in good academic standing in a degree program offered by the Pott College; this funding is not available to a student who has already completed an undergraduate degree. Funds may be used for materials, supplies, minor equipment, research travel, professional services (e.g., samples sent to lab for analysis), and/or publication services. This award may also support a student to travel to another academy of higher education or a nationally recognized institution (e.g., Smithsonian Museum) to collaborate with experts in their respective fields, to conduct experiments, to use instrumentation not available at USI, and/or to examine specimens in scientific collections.

Proposals must be written by the student with review and guidance provided from their faculty mentor. The proposal must be well organized and contain each of the required components, including an abstract, introduction, statement of objectives/goals, methods, timeline, dissemination plan, qualifications of the student, budget, budget justification, and references. The narrative of the proposal needs to be double spaced using 12-point font with 1-inch margins and include page numbers. Proposal length is limited to ten pages.

Proposals for the Barnett Award must be submitted to the Dean's Office of the Pott College of Science, Engineering, and Education through Cayuse, no later than 4:30 PM on Friday, November 1, 2024. Proposals will be evaluated by a selection committee comprised of the College's seven department chairs, who will make final judgment on award recipients.

If you have questions about the Victor H. and Elizabeth A. Barnett Research Award, please contact Dr. Kim Delaney, Interim Assistant Dean of the Pott College of Science, Engineering, and Education at kdelaney1@usi.edu or 812-461-5350.

Proposal Preparation

Proposals must be written by the student with review and guidance provided from their faculty mentor. The proposal must be well organized and contain each of the required components, including an abstract, introduction, statement of objectives/goals, methods, timeline, dissemination plan, qualifications of the student, budget, budget justification, and references. Students are strongly encouraged to use the proposal outline provided with this solicitation in the preparation of their proposal. The narrative of the proposal needs to be double spaced using 12-point font with 1-inch margins and must include page numbers. The length of the proposal is limited to ten pages. The cover page is not included with the ten-page limit and is a required component of the proposal. If you have questions about the Victor H. and Elizabeth A. Barnett Research Award, please contact Dr. Kim Delaney, Interim Assistant Dean of the Pott College of Science, Engineering, and Education at kdelaney1@usi.edu or 812-461-5350.

Submission Instructions

Proposals for the Barnett Award must be submitted to the Dean's Office of the Pott College of Science, Engineering, and Education, no later than 4:30 PM on Friday, November 1, 2024. Proposal will be evaluated by a selection committee comprised of the College's seven department chairs, who will make final judgment on award recipients. Proposals will be submitted using USI's online proposal management software, Cayuse. Use the following steps to submit your proposal for the Barnett Research Award:

1. Navigate to the web page: https://www.usi.edu/sponsored-projects/grants-and-sponsored-projects/internal-awards-and-grants. Complete the "Intent to Apply Form" electronically using the link button on this web page. **Submit this form at least one week prior to the grant or award deadline.**

2. Once the Office of Sponsored Projects and Research Administration has received your completed intent to apply, your proposal will be created in Cayuse. You will be notified by email that you have been added as a user to a proposal and may begin completing the application.

3. You will access Cayuse through **myUSI**. Use your USI credentials to log-in to **myUSI** and click on the Cayuse icon under "Eagle Apps".

4. Complete the Research and Related (RR) budget in Cayuse detailing how the funding will be used for the project. If you need help with your budget, please see the Cayuse budget instructions on this web page: https://www.usi.edu/sponsored-projects/grants-and-sponsored-projects/cayuse-424 . The Cayuse budget needs to be consistent with your budget worksheet in your proposal.

5. Attach your Budget Justification to support the line-item budget in your proposal. Save your budget Justification as a .pdf file and attach it to page three of the RR budget in Cayuse, section K. An example may be found on this web page: https://www.usi.edu/sponsored-projects/grants-and-sponsored-projects/cayuse-424.

6. Attach your proposal as a PDF file under Proposal Summary in Cayuse. Your proposal must include a cover sheet, abstract, narrative, budget, and list of references. Submit your proposal for routing through Cayuse no later than 4:30 p.m. on Friday, November 1, 2024.

   Note: To submit your proposal, you will need to approve the proposal in Cayuse by checking the box next to your name in the routing and approval section. The Cayuse routing feature allows your department chair and dean to approve the proposal electronically following your submission.

Acceptance Conditions

Students who are funded by the Victor H. and Elizabeth A. Barnett Research Award must agree to the following terms and conditions:

1. The faculty mentor and students conducting the research will conform to established practices and procedures related to sponsored research.
2. The "Victor H. and Elizabeth A. Barnett Research Award" is acknowledged in professional presentations and/or publications resulting from the work supported by this funding.
3. Final report is submitted to the Pott College Dean's Office no later than 6-weeks after the end date of the award. The final report is limited to two pages and needs to provide a summary of the impact of the funding, including presentations and/or publications resulting from the research, synopsis of collaboration, and/or contribution to the student's professional development.
4. Students and faculty mentors are expected to follow university policies and guidelines related to responsible research activities. If the proposed research involves human subjects or study of living organisms, the faculty mentor is responsible for ensuring approval from the Institutional Review Board. Any equipment, materials, and/or supplies purchased with funding from the Victor H. and Elizabeth A. Barnett Research Award becomes the property of the University of Southern Indiana and the responsibility of the respective home Department of the student researcher.

Victor H. and Elizabeth A. Barnett Research Award Cover Sheet
To be completed electronically

Student Name(s)	
Student Email(s):	
Faculty Mentor(s):	
Faculty Mentor's Department	
Faculty Mentor's email:	
Faculty Mentor's Signature	
Department Chair	
Department or Program	
Department Chair Signature	
Dates of project (start to end)	
Total Requested from Barnett ($1,000.00 Max)	$
Title of Proposal	
Abstract (max of 250 words)	☐ Check off when attached (required)
Proposal (use outline provided)	☐ Check off when attached (required)
Budget Worksheet (use template provided)	☐ Check off when attached (required)
Budget Justification	☐ Check off when attached (required)
References Cited	☐ Check off when attached (required)

Victor H. and Elizabeth A. Barnett Research Award Proposal Outline

Title of the Proposal
Student Name
Date

Abstract
The abstract is a concise summary of the proposed research project. The abstract effectively describes the scope of the proposed study and identifies the research objectives, methodology, proposed findings, and intended results. The abstract needs to convey the main objective and rationale of your project. The abstract is limited to 250 words.

Introduction
- Why is the proposed research important?
- What scientific literature provides a foundation for your proposed work?

Goals/Objectives
- Describe exactly what activities or procedures will take place during the award period. Specifically explain how the project will be conducted.
- Identify what you will do and what other individuals involved in the project will do.
- What kinds of techniques will students use?
- What types of data will be collected and what types of analyses will be performed by the student?

Methodology or Procedures
- How will you test your hypothesis?
- What equipment, materials, supplies, or items do you need for your project?

Timeline
- When does the project begin? When is your proposed end date?
- What will be accomplished each semester of the project?

Evaluation/Dissemination
- Briefly explain how you will determine whether students have accomplished the goals or objectives that were established in the proposal.
- Describe ways that students will display and/or present the results of their work on the project to the University community and professional conferences, meetings, and publication.

Student Investigator's Qualifications
- What coursework has prepared the student to conduct the research?
- What experiences have prepared the student for the work?

Budget Worksheet (use template provided; you will also enter this into Cayuse)
Budget Justification
References Cited

Victor H. and Elizabeth A. Barnett Research Award Budget Worksheet

Instructions: Fill in the table below with detailed information on materials needed, cost per item, quantities, and total amount requested. Additionally, you need to provide a Budget Justification that includes a narrative describing the need for each item included with your budget.

Supplies and Materials

Item	Description	Unit Cost ($)	Quantity	Total ($)

Research Travel

Item	Description	Unit Cost ($)	Quantity	Total ($)

Equipment and/or Instrumentation

Item	Description	Unit Cost ($)	Quantity	Total ($)

Professional/Technical Services

Item	Description	Unit Cost ($)	Quantity	Total ($)

Publication Costs

Item	Description	Unit Cost ($)	Quantity	Total ($)

Other Expenses

Description	Unit Cost ($)	Quantity	Total ($)	
		Total Estimated Cost ($)		
		Total Requested		

Note: If you have received or anticipate receiving supplementary funds to support your proposed research in addition to the requested support from the Barnett Award, include in your Budget Justification a section that summarizes these additional sources of funding, including the amount, secured or pending, funding source, and relevant dates. This is especially important if your project's estimated costs are more than the funding available from the Barnett Award.