

Evaluation Criteria for Richards Undergraduate Research Support (RUGS) Grant Application

RUGS Grant: *The RUGS Grant is awarded to students in good academic standing to support research or other scholarly activity where the student is the project lead (as appropriate to the discipline) and will be carrying out a majority of the project's objectives. It is intended for a one-year project. While the guidelines below will be used to evaluate student applications, the committee is open to innovation and unique proposals.*

Completeness: All required materials submitted on time.

- Application (everything filled out and consistent)
- Project Description (description of project/timeline/description of original contribution to the discipline)
- Budget Justification
- Mentor Letter of Recommendation

Quality of the Project:

- Student clearly articulates the project, showing their familiarity with the required knowledge base and methods.
- Student describes the significance of the project in non-technical language suitable for a general audience (proposals are read by an interdisciplinary committee). Student describes how the project makes an original intellectual or creative contribution to the discipline.
- Student clearly delineates how the research will be conducted (when describing the research methodology, the use of technical language is appropriate), and provides a reasonable timeline for completion of the project.
 - o If the student's project includes part of a larger research project that includes faculty or other students, the applicant has clearly identified what part of the project they will complete. The student demonstrates that they will bear responsibility in carrying out the design, execution, and dissemination of the research, with mentor guidance throughout.
- Student has identified project objectives/anticipated outcomes that are achievable at the undergraduate level.
- Student specifically notes plans for disseminating results of the project.
- Student is aware of any approvals necessary (IACUC, IRB, or ELM) and has those approvals/has taken steps to secure them.

Quality of Budget:

- Projected costs are reasonable, are in line with what the award covers, do not exceed the award maximum, and are verified through supporting documentation.

Quality of the Student:

- GPA of 3.0 or higher. Strength of GPA is important, but not absolute.
- Student must be a full-time student.

Mentor Letter of Recommendation:

- Mentor clearly support the student in this endeavor.
- Mentor speaks specifically about why the student is a worthy RUGS recipient and why the project is an appropriate RUGS project.
- Mentor demonstrates the willingness and ability to guide the student throughout the project successfully.

- Mentor explicitly states how they will guide the student while making sure the student retains ownership over the project.
- Mentor will be accessible to the student during the duration of the award or has made arrangements with other faculty members to mentor the student if they will be absent from campus during part of the award (for example, on sabbatical).
- While not necessary, past examples of successful mentorship are viewed favorably as they demonstrate the faculty member's commitment to mentoring and ability to successfully mentor students. If the faculty member has mentored named scholars in the past, they should briefly comment on the outcomes of those projects.