Faculty Student Research Grant Policy and Procedure

PURPOSE:
Bastyr University provides funding to support small research projects with the overarching goal of collecting pilot data that may be used to support future grant applications and to involve students in a direct research experience. The purpose of this funding is to encourage and support faculty and research scientists in developing projects that actively engage students in research activities.

GUIDELINES:
All core faculty members and research scientists are eligible to apply. Applications are accepted and considered on a rolling basis until all funds have been allocated. Applications can be submitted as early as May 1 for funding for the following fiscal year beginning July 1. For funds to be disbursed on July 1, an application must be received by May 15.
Salary for the Principal Investigator (PI) cannot be paid with grant funds, however, a lab technologist or other staff position may receive compensation for work on the grant. The expectation is that requests for staff help will be made judiciously in order to conserve the available pool of money for research and to maximize the total number of faculty-student grants that can be awarded. All awards will be based, in part, on the appropriateness of the budget requested for the research proposed.

Research awards are made with the understanding that budgeted funds must be expensed within the fiscal year in which the grant was awarded (July-June) and that all work should be completed within the same fiscal year. It is understood that under rare circumstances some research may extend into the summer. Investigators may continue to use already purchased lab supplies for these experiments but no new funds will be awarded during any such extension. A final report is due to the Operations Coordinator in the Office of Research Administration no later than August 30. Investigators who do not submit a final report by the due date may not be eligible for future grant awards.

PROCEDURE:
The Operations Coordinator (OC) will send an email application packet to all core faculty and research scientists each year on May 1. The email will include an application, progress report template and this SOP. If applying for an extension of a current grant, a progress report must be included with the application. Applications are reviewed for scientific merit, feasibility and student involvement by a committee chaired by the Director of the Center for Student Research. Please submit all applications and reports to the Operations Coordinator, who will compile and forward materials to the committee. **All applicants must use the current application form emailed by the OC or downloaded from the student research page at Bastyr.edu:**
http://www.bastyr.edu/research/student-research

Notification of funding is provided directly to the PI, who is responsible for monitoring the finance reports to ensure that projects do not exceed their award limit.
If the project involves human subjects and/or biological materials and/or other kinds of data collected from human subjects, the PI must contact the Institutional Review Board (IRB) for

guidance. Spending on faculty student research projects cannot begin until IRB approval is awarded, if applicable.

Scoring:
Reviewers consider each of the review criteria below in the determination of scientific and technical merit, and give a separate score for each. An application does not need to be strong in all categories to be judged likely to have scientific impact. For example, a project that by its nature is not innovative may still help to advance a field.

1. Significance / Training Value: out of 5 points
2. Innovation / Scientific Merit: out of 5 points
3. Approach / Research Plan: out of 5 points
4. Potential for Future Research: out of 5 points

Overall total score is out of 20 points. After applicants receive their review, they will have the option to respond to the reviewer's questions and re-submit for re-scoring. Final decisions on funding are made by the Administrative Director.