# Guidelines for Institute for Student Research and Creative Activity

# FACULTY/STUDENT PROJECT DEVELOPMENT AWARD

**The ISRCA Faculty/Student Project Development Award has the following purposes:**

1. Provide funded student support to assist faculty in collecting preliminary data, developing a prototype, etc. to apply for external grants or in developing a minimally viable product with a validated business model
2. Encourage cooperation between faculty and students through joint research development or creative projects.
3. Encourage faculty to share their research, scholarly and creative expertise with students to foster greater interest in these types of activities.
4. Provide financial support for students to assist with faculty scholarship.

Amount

Stipends of up to $3500 are available for each student to work with a faculty member on their research, scholarship or creative activity Faculty will propose a payment schedule as part of their proposals in line with the timing of their project and the work associated. Faculty will receive $1000 in professional development after the completion of the project and requisite submission/product development plan.

**Eligibility**

Any tenure-track faculty member at Northern Kentucky University.

**Process**

Applications will be submitted via email in a single PDF to the Institute for Student Research and Creative Activity, [ISRCA@nku.edu](mailto:ISRCA@nku.edu%20)  by October 15th or February 15th**.** One application should be submitted for each student.

1. Cover page with
   * Project title
   * Name of faculty member, mailing address, contact information, department, and expected date of project
   * Name of student researcher, their major, expected graduation date and contact information
   * Stipend schedule for student (over summer, fall and/or spring terms)
   * IACUC or IRB approval needed/submitted
   * Project abstract
   * Signatures of faculty member and department chair
2. A **faculty-authored** description of the project including goals, procedures, key performance indicators, and significance. (Maximum of four single spaced pages including references.)
3. Plan for external grant submission or development of a minimally viable product with a validated business model with dates for faculty development money.
4. Role of the student in project. Clearly describe what the student will be doing.
5. A two-page vita of faculty member, with emphasis on relevant scholarship activity and previous work with students.
6. List of other active funding proposals or grants received.

# Summary Report

A summary report (maximum of four single spaced pages.), written by the faculty member, must be submitted to the Institute for Student Research and Creative Activity ([ISRCA@nku.edu](mailto:ISRCA@nku.edu)), with copies to the appropriate Department Chair, by the agreed upon due date.