



University of Wisconsin **Whitewater**

University of Wisconsin–Whitewater Undergraduate Research, Innovative, and Creative Activities (URICA) Program

Operational Manual

Created by:
Dr. John D. Frye

Contributors:
Dr. Teshome Alemneh
Becky Mueller
Brian Schanen
Natalie Grandsard

Draft Last Updated: May 29, 2026

**Undergraduate Research, Innovative, and
Creative Activities Program**

Personnel and Responsibilities

Director

Position Description

The Director is responsible for overseeing the entire Undergraduate Research, Innovative, and Creative Activities Program (URICA). The Undergraduate Research, Innovative, and Creative Activities Program Director reports directly to the Director of the Office of Research and Sponsored Programs (ORSP). A central objective is to enhance undergraduate student involvement in research activities across campus through the facilitation of mentored research opportunities, encouraging faculty engagement, and increasing program visibility, thereby also elevating the profile of UW-Whitewater. The Director supervises URICA grant competitions, educational workshops, and student participation in research conferences and other scholarly presentation platforms. Additionally, the Director serves as the representative of URICA at the university, system-wide, and national undergraduate research organizations. Responsibilities also include managing the URICA budget, performing program evaluations, and coordinating with other campus initiatives relevant to undergraduate research.

Compensation

- The director receives a 50% course release throughout the academic year.
- The director is compensated with a stipend of \$5,000 for work throughout the academic year.
- The director position is compensated with a stipend of \$5,000 for work during the summer (i.e., end of the spring semester through the beginning of the fall semester).

Program Administration

- The Director of URICA hires and supervises support staff, including the Associate Director, the Graduate Assistant, and student workers.
- The Director of URICA oversees the development and management of the URICA budget in collaboration with the Director of the Office of Research and Sponsored Programs (ORSP).
- The Director of URICA oversees program staff and expenses, including hiring and purchases, to ensure compliance with established UW-Whitewater and UW System policies. They consult with other campus units, such as the Office of Human Resources and the Office of Financial Services, as needed.
- The Director of URICA develops and manages program evaluation plans in coordination with the Office of Institutional Research and other campus units as needed, and submits yearly program reports.
- The Director of URICA organizes workshops and professional training programs for URICA students and faculty mentors.
- The Director of URICA helps establish the vision and direction for URICA, aligning it with the University's Strategic Plan and other campus initiatives.

Grant Administration

- The Director of URICA manages the call for proposals for all URICA grant competitions, evaluates submitted proposals, and oversees post-award administration.
- The Director of URICA prepares internal and external grant proposals to support current and new URICA-funded programs, and collaborates with ORSP on these efforts.
- The Director of URICA collaborates with faculty, the five academic colleges, and the School of Graduate Studies to expand existing mentored research opportunities and develop new ones for students.

Research Dissemination Efforts

- The Director of URICA oversees planning for the university's student research conferences at UW-Whitewater, which are held each fall and spring.
- The Director of URICA oversees planning for student participation in national and statewide undergraduate research conferences, including the National Conference on Undergraduate Research, Research in the Rotunda, and the UW System Symposium.
- The Director of URICA oversees planning for student participation in various campus presentation opportunities as they arise.
- The Director of URICA collaborates with other campus units, institutions, and organizations as needed to create additional opportunities for student research presentations.

Representation of the Undergraduate Research, Innovative, and Creative Activities Program

- The Director of URICA meets with UW-Whitewater faculty, departments, and student organizations to increase interest in and awareness of URICA opportunities.
- The Director of URICA coordinates activities with other relevant UW-Whitewater programs, such as the ORSP, University Honors Program, Community-Based Learning, Center for Global Education, First-Year Experience, King Chavez Program, McNair Scholars Program, and UW-Whitewater Foundation.
- The Director of URICA serves as a representative of URICA to external groups, including the UW System Board of Regents, UW System Grants Administrators, the Wisconsin Council on Undergraduate Research (WisCUR), and the Council on Undergraduate Research (CUR). The Director is strongly encouraged to be an elected Councilor of CUR.
- The Director of URICA manages the development of the URICA website (in collaboration with iCIT and other campus units as needed) and the dissemination of other program materials (in collaboration or consultation with campus units such as Marketing and Media Relations, as required).

Associate Director

Position Description

The Associate Director, in collaboration with the Director, plays a key role in shaping the development, management, and strategic direction of the university's Undergraduate Research, Innovative, and Creative Activities Program. Reporting to the Director of Undergraduate Research, the Associate Director mainly oversees the Research Apprenticeship Program (RAP). This includes student and faculty outreach, as well as managing grants and awards for RAP. The position is also expected to support URICA's mission of fostering a culture of inquiry and discovery among undergraduate students, as well as encouraging high-quality research experiences across all disciplines.

Compensation

- The Associate Director receives a 25% course release throughout the academic year.
- The Associate Director position is compensated with a stipend of \$3,000 for work during the summer (i.e., end of the spring semester through the beginning of the fall semester)

Program Administration

- Supporting the administration of the Undergraduate Research, Innovative, and Creative Activities Program (URICA) and Office of Research and Sponsored Programs (ORSP) to increase undergraduate student participation in research and creative project experiences on campus.
- Providing support for URICA grant competitions, workshops, and student participation in research conferences off campus, such as the University of Wisconsin Symposium, the National Conference of Undergraduate Research, and other state, regional, and national conferences, where they may participate.
- The Associate Director of URICA helps establish the vision and direction for URICA, aligning it with the University's Strategic Plan and other campus initiatives.
- Supervises and manages the Research Apprenticeship Program (RAP), including the following tasks
 - Working with and supervising the RAP Graduate Assistant
 - Recruitment of students and mentors
 - Match students and mentors to pursue projects and paid apprenticeships.
 - Oversee the distribution of contractual agreements to apprentices and mentors.
 - Management of employment and payment of apprentices
 - Working with the Graduate Assistant to coordinate RAP and other duties

Grant Administration

- Providing a variety of mentored research and creative project opportunities and encouraging and supporting faculty involvement in undergraduate research.
- The Research Apprenticeship Program (RAP) is in association with the URICA Director and the Graduate Assistant.
- Supports work in connection with disseminating the call for URICA grants, the review process, and the post-award administration.
- Reviews and suggests edits for internal and external grant proposals to support existing and new URICA-funded programs.
- Collaborates with the Director and with faculty and UW-Whitewater Colleges to expand current mentored research opportunities and develop new ones for students (and RAP in particular)

Research Dissemination Efforts

- Working with all URICA and ORSP staff in planning and running the Fall and Spring Undergraduate Research Days.
- Supports the planning for student participation in national and regional undergraduate research conferences (such as NCUR, Research in the Rotunda, and the UW System Symposium for Undergraduate Research and Creative Activity)
- Supports the planning for student participation in various presentation opportunities on campus (such as visits by the UW Board of Regents, various College Advisory Boards, and New Student Seminar courses)

Representation of the Undergraduate Research, Innovative, and Creative Activities Program

- Supervises the administration of the Research Apprenticeship Program (RAP) in collaboration with the RAP coordinator(s)
- Working in conjunction with the URICA Director, coordinate the selection of finalists for the awards at the Spring Undergraduate Research Day.

Graduate Assistant

Position Description

The Undergraduate Research, Innovative, and Creative Activities Program's Graduate Assistant is responsible for supporting the Director and Associate Director, who oversee all aspects of the URICA. This impactful program offers enriching research opportunities to undergraduates through various mentor-led programs and grants. The Graduate Assistant manages the Research Apprenticeship Program (RAP) under the supervision of the URICA's Associate Director throughout the academic year. Additionally, the GA collaborates with other ORSP staff in event planning, daily operations, and program development, while building relationships with other departments across campus to effectively utilize campus resources and ensure the successful execution of events.

Compensation

- The Graduate Assistant position in URICA is expected to work 20 hours per week throughout the academic year during the University's regular business hours.
- The current pay for a GA position at UWW is \$11,200 per the 9-month academic year.
- Other summer employment may be possible if agreed upon by the GA, ORSP, and URICA staff.

Program Administration

- Answer phones, upkeep of the URICA office, and manage URICA email accounts
- Record and update the RAP students' application progress
- Create and maintain the RAP database
- Update campus research database
- Create, process, and review RAP applications
- Complete regular internal reviews of program data, including student enrollment, application files, WINS lists, and spreadsheets.
- Create reports on URICA regarding application status, students served, programming, budgetary information, and other pertinent details.
- Oversee and update the RAP Alumni tracking on Excel in Google Docs
- Order RAP supplies for projects
- Edit and update the URICA website

Grant Administration

- Interview students and pair them with faculty mentors
- Complete hiring/onboarding paperwork of all new RAP students
- Manage and approve RAP student timesheets

- Develop positive working relationships with RAP students, being a liaison between the student and the program.
- Provide support and guidance to RAP students.

Research Dissemination Efforts

- Planning and coordinating the 2024 Fall Undergraduate Research Day and the 2025 Spring Undergraduate Research Day
- Recruitment of research participants and attendees
- Oversee marketing and media related to URICA events, including promotional emails, publications, and social media
- Be a contact person for incoming questions and concerns around the event

Representation of the Undergraduate Research, Innovative, and Creative Activities Program

- Attend URICA events or represent URICA at campus events
- Assist and attend ORSP activities if appropriate
- Provide up-to-date information to supervisors and other necessary constituents about RAP and URICA.

**Undergraduate Research, Innovative, and
Creative Activities Program**

Grants

URiCA Summer Fellowship (USF)

Call For Proposals (CFP)

- The official USF CFP is available in Appendix A.
- The CFP should be announced on campus via campus announcements and emails to all department chairs by February 1 each year.

Application Deadlines

- The deadline for USF applications is March 1 each year at the latest.

Award Information

- Students begin work in May of the same year they apply and will continue the work through the end of the following Academic Year in April.
- The total budget request allowed is \$10,000.
- The student researcher will receive up to a \$6,000 stipend during the summer (May-August). If it is a group project (i.e., multiple student researchers), they will share the \$6,000 stipend. The expected workload for students on a SURF project is equivalent to 8 weeks of full-time work, totaling 320 hours.
- The project mentor will receive up to a \$3,000 stipend for their services as a mentor in the summer months. If there is more than one mentor, they will divide the \$3,000 among themselves. This stipend will be forfeited if the faculty mentor has received a Summer Fellowship Grant from ORSP.
- The project will also have up to a \$3,000 budget allocated for items such as travel and research supplies necessary for the project.

Application Process

- Students must submit a proposal that includes a cover letter, a project summary, and a project narrative. The project narrative should explain the research question or purpose, discuss the project's significance, outline the goals, and include a budget with justification. See more details in the CFP found in Appendix A.
- Mentors must submit a letter of recommendation for the student(s) involved in the research project.

Review Process

- URICA will find at least one content expert to review the proposal and ask them to rate it and give feedback on the following:
 - Is the proposed project currently relevant to the field of study?
 - Are the proposed methods for completing the research project sound, based on current practices in the field?

- Will the proposed project generate original data, pursue an original inquiry, or conduct secondary research that advances the broader field of study?
- Is the student prepared to complete the proposed project within the time frames outlined in the proposal?
- At least one member of the URICA and ORSP staff will review the proposal, rate it, and provide feedback on the following:
 - The same questions as outlined above.
 - The application clearly outlines the project's deliverables and outputs.
 - Do the student(s) and mentor(s) meet the criteria established by the URICA for the proposed project?

Notifications to Grant Recipients

- Awarded proposals will be notified by the Friday before UWW's Spring Break (date varies each year).

Requirements of Grant Recipients

- Before starting work on the grant (preferably between Spring Break and the start of the Summer), the students and mentor must:
 - Attend or watch a USF Orientation video created by the URICA staff.
 - Complete a Responsible Conduct of Research course.
 - If working with human subjects, complete a course in Social, Behavioral, and Educational (SBE) Sciences.
 - If working with human subjects, have an approved protocol on file with the Institutional Review Board (IRB).
 - If working in the biomedical field, complete a Biomedical Sciences Research course.
 - Fill out an obligation form, agree to the SURF grant responsibilities, and provide some demographic data for URICA records.
- Grant Period Obligations
 - By August 31, students, working with their mentors, will provide an update on the research completed during the summer months and revise goals to reflect the work still needed during the upcoming academic year.
 - Students must present at UWW's Fall Undergraduate Research Day in November.
 - Students must present at UWW's Spring Undergraduate Research Day in April.
 - USF students will also be invited to present their research at the National Conference on Undergraduate Research (NCUR), and it is strongly encouraged that they participate in this event.
 - USF students will also be invited to present their research at the Universities of Wisconsin's Research Symposium, and it is strongly encouraged that they participate in this event.

- USF students may also be invited to present at Research in the Rotunda, Science Alliance meetings, or other events held on campus or around the state. We encourage students to take advantage of these opportunities.
- USF students and mentors should notify URICA of any other professional presentations, published work, or public displays or showings related to the funded proposal.
- USF students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester.¹ These extended abstracts will be archived on URICA's website.

Expenditures Procedures

- Neither students nor mentors should purchase any research supplies or book travel on their own. Instead, they should coordinate with the URICA office to handle the procurement of materials and travel arrangements.

Final Reporting Procedures

- By August 31, students, working with their mentors, will provide an update on the research completed during the summer months and revise goals to reflect the work still needed during the upcoming academic year.
- SURF students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester. These extended abstracts will be archived on URICA's website.

¹ A full manuscript accepted by a professional publication will be accepted in place of this.

Academic Year Grants (AYG)

Call For Proposals (CFP)

- The official AYG CFP is available in Appendix B.
- The CFP should be announced on campus via campus announcements and emails to all department chairs by March 15 each year.

Application Deadlines

- The deadline for AYG applications is April 15 each year at the latest.

Award Information

- Students begin work in September of the following academic year and conclude the project by the end of April in the same academic year.
- The project will also have up to a \$1,500 budget allocated for items such as travel and research supplies needed for the project.

Application Process

- Students must submit a proposal that includes a cover letter, a project summary, and a project narrative. The project narrative should explain the research question or purpose, discuss the project's significance, outline the goals, and include a budget with justification. See more details in the CFP found in Appendix B.
- Mentors must submit a letter of recommendation for the student(s) involved in the research project.

Review Process

- URICA will find at least one content expert to review the proposal and ask them to rate it and give feedback on the following:
 - Is the proposed project currently relevant to the field of study?
 - Are the proposed methods for completing the research project sound, based on current practices in the field?
 - Will the proposed project generate original data, pursue an original inquiry, or conduct secondary research that advances the broader field of study?
 - Is the student prepared to complete the proposed project within the time frames outlined in the proposal?
- At least one member of the URICA and ORSP staff will review the proposal, rate it, and provide feedback on the following:
 - The same questions as outlined above.
 - The application clearly outlines the project's deliverables and outputs.

- Do the student(s) and mentor(s) meet the criteria established by the URICA for the proposed project?

Notifications to Grant Recipients

- Awarded proposals will be notified by the end of the Spring semester.

Requirements of Grant Recipients

- Before starting work on the grant (preferably over the Summer), the students and mentor must:
 - Attend or watch an AYG Orientation video created by the URICA staff.
 - Complete a Responsible Conduct of Research course.
 - If working with human subjects, complete a course in Social, Behavioral, and Educational (SBE) Sciences.
 - If working with human subjects, have an approved protocol on file with the Institutional Review Board (IRB)
 - If working in the biomedical field, complete a Biomedical Sciences Research course.
 - Fill out an obligation form, agree to the AYG grant responsibilities, and provide some demographic data for URICA records.
- Grant Period Obligations
 - Students must present at UWW's Spring Undergraduate Research Day in April.
 - AYG students may also be invited to present their research at the National Conference on Undergraduate Research (NCUR), and it is strongly encouraged that they participate in this event.
 - AYG students may also be invited to present their research at the Universities of Wisconsin's Research Symposium, and it is strongly encouraged that they participate in this event.
 - AYG students may also be invited to present at Research in the Rotunda, Science Alliance meetings, or other events held on campus or around the state. We encourage students to take advantage of these opportunities.
 - AYG students and mentors should notify URICA of any other presentations, published work, or public displays related to the funded proposal.
 - AYG students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester.² These extended abstracts will be archived on URICA's website.

² A full manuscript accepted by a professional publication will be accepted in place of this.

Expenditures Procedures

- Neither students nor mentors should purchase any research supplies or book travel on their own. Instead, they should coordinate with the URICA office to handle the procurement of materials and travel arrangements.

Final Reporting Procedures

- AYG students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester. These extended abstracts will be archived on URICA's website.

Seed Grants

Call For Proposals (CFP)

- The official Seed Grants CFP is available in Appendix C.
- The Seed Grant CFP should be announced on campus via campus announcements and emails to all department chairs by September 15 each year.

Application Deadlines

- Seed Grants will have an open call until all funds have been allocated to projects or until January 31, to ensure enough time to complete a project.

Award Information

- Students begin work once their proposal has been reviewed and funded by URICA, and they conclude the project by the end of April in the same academic year.
- The project will also have a \$300 budget (for single student projects) or \$600 (for student group projects) allocated for items like travel and research supplies needed for the project.

Application Process

- Students must submit a proposal that includes a cover letter, a project summary, and a project narrative. The project narrative should explain the research question or purpose, discuss the project's significance, outline the goals, and include a budget with justification. See more details in the CFP found in Appendix C.
- Mentors must submit a letter of recommendation for the student(s) involved in the research project.

Review Process

- URICA will find at least one content expert to review the proposal and ask them to rate it and give feedback on the following:
 - Is the proposed project currently relevant to the field of study?
 - Are the proposed methods for completing the research project sound, based on current practices in the field?
 - Will the proposed project generate original data, pursue an original inquiry, or conduct secondary research that advances the broader field of study?
 - Is the student prepared to complete the proposed project within the time frames outlined in the proposal?
- At least one member of the URICA and ORSP staff will review the proposal, rate it, and provide feedback on the following:

- The questions above are in the expert review section.
- The application clearly outlines the project's deliverables and outputs.
- Do the student(s) and mentor(s) meet the criteria established by the URICA for the proposed project?

Notifications to Grant Recipients

- Awarded proposals will be notified within 2 weeks of proposal submission.

Requirements of Grant Recipients

- Before starting work on the grant, the students and mentors must:
 - Attend or watch a Seed Grant Orientation video created by the URICA staff.
 - Complete a Responsible Conduct of Research course.
 - If working with human subjects, complete a course in Social, Behavioral, and Educational (SBE) Sciences.
 - If working with human subjects, have an approved protocol on file with the Institutional Review Board (IRB)
 - If working in the biomedical field, complete a Biomedical Sciences Research course.
 - Fill out an obligation form, agree to the Seed Grant responsibilities, and provide some demographic data for URICA records.
- Documents and Presentations
 - Students must present at UWW's Spring Undergraduate Research Day in April and/or submit an AYG proposal for the following year to continue the research.
 - Seed Grant students may also be invited to present their research at the National Conference on Undergraduate Research (NCUR), and it is strongly encouraged that they participate in this event.
 - Seed Grant students may also be invited to present their research at the University of Wisconsin's Research Symposium, and it is strongly encouraged that they participate in this event.
 - Seed Grant students may also be invited to present at Research in the Rotunda, Science Alliance meetings, or other events held on campus or around the state. We encourage students to take advantage of these opportunities.
 - Seed Grant students and mentors should notify URICA of any other presentations, published work, or public displays related to the funded proposal.
 - Seed Grant students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester.³ These extended abstracts will be archived on URICA's website.

³ A full manuscript accepted by a professional publication will be accepted in place of this.

Expenditures Procedures

- Neither students nor mentors should purchase any research supplies or book travel on their own. Instead, they should coordinate with the URICA office to handle the procurement of materials and travel arrangements.

Final Reporting Procedures

- Seed Grant students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester. These extended abstracts will be archived on URICA's website.

Travel Grants

Call For Proposals (CFP)

- The official Travel Grants CFP is available in Appendix D.
- The Travel Grant CFP should be announced on campus via campus announcements and emails to all department chairs by September 15 each year.

Application Deadlines

- Travel Grants will have an open call until all funds have been allocated to recipients each academic year.

Award Information

- Students begin work once the proposal has been reviewed and funded by URICA, and they conclude the project by the end of April in the same academic year.
- Travel Grants are designed to support students traveling to professional conferences or workshops with a faculty mentor, or to travel study courses (international or domestic) that include a research component.

Application Process

- Mentors must submit a proposal that includes a cover letter, a project summary, and a project narrative. The project narrative should explain the nature of the travel to the conference, workshop, or travel course, discuss the significance of the travel experience for students, outline the goals of the course, seminar, or workshop, and include a budget with justification. See more details in the CFP found in Appendix D.

Review Process

- At least one member of the URICA and ORSP staff will review the proposal, rate it, and provide feedback on the following:
 - The proposal outlines the benefits of the travel.
 - The application clearly outlines the project's deliverables and outputs.
 - Do the student(s) and mentor(s) meet the criteria established by the URICA for the proposed project?

Notifications to Grant Recipients

- Awarded proposals will be notified within 2 weeks of proposal submission.

Requirements of Grant Recipients

- Before starting work on the grant, the students and mentor must:
 - Mentors must attend or watch a Travel Grant Orientation video created by the URICA staff.
 - If research is conducted on a travel course, both the mentor and the student must complete a Responsible Conduct of Research course.
- Documents and Presentations
 - Students must present at UWW's Fall or Spring Undergraduate Research Day in November or April, respectively.
 - Travel Grant students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester. These extended abstracts will be archived on URICA's website.

Expenditures Procedures

- Mentors should not book travel on their own. Instead, they should coordinate with the URICA office to handle the travel arrangements.

Final Reporting Procedures

- Travel Grant students and mentors must also submit an extended abstract (2,500 to 4,000 words in length) to URICA by the end of the Spring semester. These extended abstracts will be archived on URICA's website.

Research Apprenticeship Program

Call For Proposals (CFP)

- The official RAP CFP is available in Appendix E.
- The Faculty RAP CFP should be announced by April 1 for the following academic year. This enables project ideas to be shared at summer SOAR events with new first-year students and transfer students.
- A second round of Faculty RAP CFP will be held at the beginning of the fall semester contract period. This will be used to capture new projects developed over the summer.
- Student RAP CFP should be announced by the end of the first week of the fall semester.

Application Deadlines

- RAP applications will close by September 15 for both faculty and students.

Award Information

- RAP projects can commence once students have completed the necessary tax forms and become official employees in the University's system.
- The student researcher will be hired as a student employee and paid \$15 per hour as a research assistant. The student will be allocated 50 hours for the academic year, with extensions considered for those who complete the 50 hours and still have work to finish for the project.
- The project mentor will be allocated a \$250 budget for research-related items.

Application Process

- Mentors must submit a proposal outlining the project, including any special skills the student should have to ensure a successful apprenticeship. See more details in the CFP found in Appendix E.

Review Process

- At least one member of the URICA and ORSP staff will review the faculty and student proposals, rate them, and provide matches between the faculty and student proposals.

Notifications to Grant Recipients

- Awarded projects will be announced by the end of September, and the hiring process for students will then begin.

Requirements of Grant Recipients

- Before starting work on the grant, the students and mentor must:
 - Attend or watch a RAP Orientation video created by the URICA staff.
 - Complete a Responsible Conduct of Research course.
 - If working with human subjects, complete a course in Social, Behavioral, and Educational (SBE) Sciences.
 - If working with human subjects, have an approved protocol on file with the Institutional Review Board (IRB)
 - If working in the biomedical field, complete a Biomedical Sciences Research course.
 - Fill out an obligation form, agree to the Seed Grant responsibilities, and provide some demographic data for URICA records.
- Documents and Presentations
 - RAP students must present at UWW's Spring Undergraduate Research Day in April. A mini-poster option will be available.

Expenditures Procedures

- Mentors should not purchase research supplies independently. Instead, they should coordinate with the URICA office to handle the travel arrangements.

Final Reporting Procedures

- RAP students must present at UWW's Spring Undergraduate Research Day in April. A mini-poster option will be available.

**Undergraduate Research, Innovative, and
Creative Activities Program**

Events

UWW Undergraduate Research Days

Call for Abstracts

- The call for abstracts is expected to be announced by mid-October for the Fall semester.
- The call for abstracts is expected to be announced by mid-March for the Spring semester.

Application Deadlines

- The deadline for abstract submission for the Fall semester is November 1.
- The deadline for abstract submission for the Spring semester is April 1.

Review Process

- The URICA team will review all submissions.
- As long as the submission includes all the required information and the abstract is well written and complies with URICA policies, the abstract will be accepted, and the student(s) will be permitted to present.

Notifications to Presenters

- Accepted abstracts will receive notification within 72 hours after the abstract deadline.

Poster Printing Procedures

- The acceptance notice for student researchers will include instructions on how to have their poster printed.
- The Media Lab will handle poster printing in Room 1008, Andersen. Students should submit their printing requests via this [online form](#).
- URICA staff must submit a list of approved posters to the Media Lab.
- Students must submit their poster requests at least five days prior to the event.

Awards at the Event

- Student Awards
 - During both fall and spring events, a Best Poster competition will be held. The categories will be determined by URICA staff based on the themes of the posters for each semester. The winning posters will receive a certificate that includes the student researcher(s) names, the poster title, and the category.
 - At the spring event, WiSys will host the QuickPitch competition and award the winning student(s) during the event.

- At the fall and spring events, research distinction awards will be announced for students graduating that semester.
- During the spring event, the Outstanding Student Researcher Award for each college will be announced.
- Faculty Awards
 - At the fall event, the faculty member who received their college's Outstanding Undergraduate Research Mentor Award will be recognized.

Event Procedures

- Before the event:
 - A list of posters approved for printing should be sent to the Media Lab.
 - A program must be developed that includes the names of presenters, mentors, poster titles, and submitted abstracts. The program should also feature poster designations that connect with other HIPs such as Community-Based Learning, Honors, Global Studies and Travel Abroad, First-Year Experience, and more. The program should be sent to printing services for printing at least one week in advance.
 - Invitations should be sent to the Chancellor, Provost, Deans, and department chairs to visit during the event.
 - An opening and closing speaker should also be arranged from the list of people above.
- Day of Event
 - Registration should begin at least one hour before the start of the presentations.
 - The URICA Director should welcome everyone and introduce the opening speaker.
 - Any theatrical, musical, or dance performances should occur after the opening speaker.
 - The poster session will follow any performance pieces.
 - The day will conclude with the presentation of any recognitions or awards, followed by a closing speaker.

NCUR

Call for Abstracts

- NCUR typically begins the abstract submission process in early September. An email should be sent to current grant holders by mid-September to invite them to the NCUR event. Priority will be given to UWW's NCUR spots based on the type of grant received. The order will be:
 - SURF recipients
 - AYG recipients
 - Seed Grant recipients
 - Travel Grant recipients
 - RAP recipients
 - Others on campus

Application Deadlines

- NCUR typically sets the deadline for abstract submission on its online portal in early December.
- UWW students must submit an abstract for review by October 31. After the URICA staff review the submission, students will receive instructions on how to submit their abstract for consideration to NCUR.

Review Process

- URICA will start reviewing abstract drafts on November 1. Students will receive a notification once their draft is confirmed.
- NCUR reviews the abstract submissions and begins notifications in mid-January.

Notification to Presenters

- Students and URICA will be notified of abstract acceptance by mid-January.
- Students working with URICA staff will then need to register for NCUR. This should be completed by the early-bird registration date to save URICA money, thereby supporting more students to attend.

Poster Printing Procedures

- The Media Lab will handle poster printing in Room 1008, Andersen. Students should submit their printing requests via this [online form](#).
- URICA staff must submit a list of approved posters to the Media Lab.
- Students must submit their poster requests at least ten days before the event's departure date.

Event Procedures

- NCUR usually takes place in mid-April.
- URICA staff will collaborate with the NCUR hotel reservation system to secure hotel rooms for the event.
- URICA staff will coordinate with Fox World/Concur to arrange group air travel to the event.
- URICA staff will work with Coach USA/Van Gelder Bus from Janesville if bus travel is more cost-effective.
- At the event, URICA staff will assist students presenting in their poster or presentation sessions. All students will be encouraged to attend their colleagues' presentations.

Universities of Wisconsin Symposium for Undergraduate Research, Scholarly, and Creative Activity

Call for Abstracts

- The UW Symposium typically begins the abstract submission process in the early spring semester. An email should be sent to current grant holders by mid-February to invite them to the UW Symposium event. Priority will be given to UWW's UW Symposium spots based on the type of grant received. The order will be:
 - SURF recipients
 - AYG recipients
 - Seed Grant recipients
 - Travel Grant recipients
 - RAP recipients
 - Others on campus

Application Deadlines

- UW Symposium typically sets the deadline for abstract submission in March or April.
- UWW students must submit an abstract for review by March 1. After the URICA staff review the submission, students will receive instructions on how to submit their abstract for consideration to the UW Symposium.

Review Process

- URICA will start reviewing abstract drafts on March 1. Students will receive a notification once their draft is confirmed.
- UW Symposium reviews the abstract submissions and begins notifications in March or April.

Notification to Presenters

- Students and URICA will be notified of abstract acceptance in March or April.
- Students working with URICA staff will then need to register for the UW Symposium.

Poster Printing Procedures

- The Media Lab will handle poster printing in Room 1008, Andersen. Students should submit their printing requests via this [online form](#).
- URICA staff must submit a list of approved posters to the Media Lab.

- Students must submit their poster requests at least ten days before the event's departure date.

Event Procedures

- UW Symposium usually takes place in late April or Early May and is a one-day event held at a UW Campus.
- URICA staff will make hotel reservations, if necessary, for the night before the Symposium.
- URICA staff will work with Coach USA/Van Gelder Bus from Janesville if necessary to transport presenters to the Symposium.
- At the event, URICA staff will assist students presenting in their poster or presentation sessions. All students will be encouraged to attend their colleagues' presentations.

Research in the Rotunda

Call for Abstracts

- The Research in the Rotunda event typically begins the abstract submission process in the latter part of the fall semester. An email will be sent to current grant holders who are Wisconsin residents by early December to invite them to present at the Research in the Rotunda event. The selection of presenters should encompass multiple disciplines and include students from the Rock County campus.

Application Deadlines

- Research in the Rotunda typically sets the deadline for abstract submission in Late January or early February.
- UWW students must submit an abstract for review by the end of the Fall semester. After the URICA staff review the submission, students will receive instructions on how to submit their abstract for consideration to the UW Symposium.

Review Process

- URICA will begin reviewing abstract drafts upon submission. Students will receive a notification once their draft is confirmed.

Notification to Presenters

- Students and URICA will be notified of abstract acceptance in January.
- Students working with URICA staff will then need to register for the UW Symposium.

Poster Printing Procedures

- The Media Lab will handle poster printing in Room 1008, Andersen. Students should submit their printing requests via this [online form](#).
- URICA staff must submit a list of approved posters to the Media Lab.
- Students must submit their poster requests at least ten days before the event's departure date.

Event Procedures

- Research in the Rotunda typically takes place in March and is a one-day event held at the Capitol Building in Madison.
- URICA staff will work with attendees and mentors attending the event to arrange carpooling efforts. Drivers will be reimbursed for mileage.

- At the event, URICA staff will assist students presenting in their poster or presentation sessions. URICA Staff, along with University staff, will assist students in scheduling appointments with their respective state representatives during the event.

**Undergraduate Research, Innovative, and
Creative Activities Program**

Student and Faculty Recognition

Research Distinction Award for graduating seniors

The Undergraduate Research, Innovative, and Creative Activities Program has established this recognition to acknowledge undergraduate research students who have completed the required research activities during their undergraduate studies at UW-Whitewater.

Eligibility Requirements

- Students must have completed all of the following:
 - Have been awarded and completed a faculty/staff mentored Summer Undergraduate Research Fellowship, Academic Year Grant, or Seed Grant, and met all the requirements within the grant requirements.
 - Presented at the University of Wisconsin-Whitewater's Undergraduate Research Day.
- Students must have completed at least 2 of the following:
 - Presented at the National Conference on Undergraduate Research, UW Research Symposium for Undergraduates, or Research in the Rotunda.
 - Presented at a disciplinary conference or workshop.
 - Received the Outstanding Research Student of the Year award.
 - Received the Outstanding Poster at the Undergraduate Research Day.
 - Received the Outstanding Presenter Award for the QuickPitch competition at the Spring Undergraduate Research Day.
 - Received a regional or national award for research, innovative, or creative activities.
 - Author/composer or co-author/composer of a peer-reviewed publication in a professional research journal or a creative production

To Apply

Students must fill out the online form (BEING CREATED) in the semester they are graduating before our Undergraduate Research Day event; by November 1 for the Fall Undergraduate Research Day or April 1 for the Spring Undergraduate Research Day. On this form, the student will provide their information and indicate which activities they have participated in. Once the URICA office receives the form, we will verify the student's participation and, if necessary, receive confirmation from their faculty mentor.

Recognition

At the Undergraduate Research Day event in the semester, when the student graduates, they will be recognized during the awards and recognition portion of the event and will receive their cords, pin, and certificate. Students should wear their cords during their graduation ceremony.

Outstanding Research Student of the Year

At the Spring Undergraduate Research Day, the Undergraduate Research, Innovative, and Creative Activities Program will recognize one student from each college as the Outstanding Research Student of the Year.

Eligibility Requirements

Students must have participated in programming sponsored by the Undergraduate Research, Innovative, and Creative Activities Program throughout the current academic year.

Nomination Process

The Undergraduate Research, Innovative, and Creative Activities Program will solicit nominations from faculty, staff, department chairs, and deans starting March 1 each year. The nomination process will involve a nomination letter written by the student's faculty mentor. The deadline for nomination submission will be April 1 each year.

Review Process

The entire ORSP and URICA staff will review the nomination letters and rank the student based on these letters and their participation in the Undergraduate Research, Innovative, and Creative Activities Program-sponsored grants and events. One student from each college will be chosen as the Outstanding Research Student of the Year recipient.

Outstanding Undergraduate Research Mentor of the Year

The Undergraduate Research, Innovative, and Creative Activities Program will recognize the Outstanding Undergraduate Research Mentor of the Year as chosen by each college⁴ at the Fall Undergraduate Research Day. The college selection committees will take the nominations and decide to award the recipients. URICA will recognize these winners at our event.

⁴ As of the writing of this document only the College of Letters and Sciences has created this award for their college.

**Undergraduate Research, Innovative, and
Creative Activities Program**

Foundation Accounts

Discovery Endowment Award

The Official Memorandum of Understanding

THE DONOR

Alex and Marcia Orsolini are the founding donors of the Discovery Endowment, both proud UW-Whitewater alumni, who graduated in 1973. Alex received his BBA and Marcia her BSE degree in Communicative Disorders, as well as a second degree at Northern Illinois University. Marcia was certified to teach grades K-9. For twenty years, they owned and operated Orsolini's Restaurant in Richmond, Illinois. Alex also held both real estate and insurance licenses, in addition to serving as McHenry County Commissioner for eight years. At retirement, Alex was serving as President of the American United Cab Association, Chicago, Illinois. Marcia retired after 30 years of teaching in Richmond, Illinois. After retirement, the Orsolinis moved to Marco Island, Florida where their two boys, David and Adam, reside in nearby Naples. They now enjoy family gatherings, their grandson, traveling and boating.

Alex and Marcia's hope is for this endowment to help students further their ideas and discoveries. They also believe this award can set the stage for future graduate research. They have said they are pleased and proud to know this endowment will be used university-wide, and feel this experience will increase students' chances for success long after graduation. They look forward to hearing about the future achievements this endowment encourages.

PURPOSE

This award shall be made only to students enrolled at the University of Wisconsin-Whitewater who are conducting undergraduate research for university credit.

GENERAL CONDITIONS GOVERNING THE AWARD

1. The award shall be known as the Discovery Endowment.
2. The financial administration of the fund shall be vested in the UW-Whitewater Foundation, Inc. and subject to its investment and distribution policies as set forth by its Board of Directors in compliance with the laws of the State of Wisconsin.
3. The scholarship shall be awarded every year to candidates complying with the conditions as are set forth. The scholarship is renewable, but the candidate must re-submit an application and complete the selection process each year.
4. It is the intent of the donors that only the income from the fund be used to make the scholarship, currently 4.5% is the payout rate for the UW-Whitewater Foundation. A larger or smaller amount may be awarded as determined by the donor or the UW-Whitewater Foundation.
5. In the event the recipient voluntarily discontinues his or her undergraduate research project, or fails to remain in good academic standing as prescribed by the University for continuation, (s)he shall forfeit all rights of the scholarship, and the money shall revert to the fund.

6. The award shall be used to support travel, supplies and other research expenses according to the rules of the Undergraduate Research, Innovative, and Creative Activities Program.

QUALIFICATIONS OF CANDIDATES

1. The candidate must be an accepted registered full-time student at UW-Whitewater and maintain an overall academic GPA of at least 3.0.
2. The candidate may be a sophomore, junior, or senior at the time of application.
3. The candidate must submit a completed application by the spring or fall deadlines posted for Undergraduate Research Grant applications by the Undergraduate Research, Innovative, and Creative Activities Program, of the school year preceding (spring) or of (fall) that for which the scholarship will be awarded. The application will take the form of an Undergraduate Research Grant application, specifically a three page proposal including a budget, faculty letter, student AR, faculty CV and a summary of outcomes for the mentor's previous grant recipients.
4. The candidate awarded this scholarship for any given year may be male or female.

SELECTION OF CANDIDATES

1. The selection of the candidate will be made by the Undergraduate Research Council, whose members will serve as grant reviewers. They will review those Undergraduate Research grant applications that request a supplement. They shall select candidates no later than three weeks following the application deadline.
2. The following factors shall be considered in deciding the relative merit of applicants and final selection.
 - a. Student conducting research for honors thesis (strongly encouraged, not required)
 - b. High GPA
 - c. Quality of research proposal
 - d. Evidence of need for supplemental funds, based on well prepared budget
 - e. Mentor's record of successful mentorship
 - f. Other evidence of student's potential for success in research

STATEMENT OF UNDERSTANDING

The UW-Whitewater Foundation has the authority and responsibility to steward this grant as outlined by this document for the donor(s). If for reasons in the future it should be impractical or impossible to disburse this grant, the UW-Whitewater Foundation has the right to modify the criteria to allow for distribution of the grant. The changes will be made as closely as possible in keeping with the donor's original intent. Reasonable efforts should be made to contact the donor or living relatives for their input whenever possible.

Selection Process

The selection of the Discovery Award winners is at the discretion of the URICA/ORSP staff and will be determined by the ranking of their proposal for one of URICA's grant opportunities.

Biology Undergraduate Research Award

The Official Memorandum of Understanding

THE DONORS

This grant was established by Dan'74 and Linda'76 Andersen and Roger H. Ganser'67 and Katherine Naherny Ganser. At the time the grant was established in 2008, both Dan and Roger were serving as UW-Whitewater Foundation Board members. Dan has served on the board for more than ten years, and as treasurer for four years. They have been generous donors of their time, leadership, and resources to UW-Whitewater. Roger H. Ganser is a distinguished alumnus of UW-Whitewater, served as the Chairman of the College of Letters & Science Advisory Board for more than four years, and was a strong supporter of the Upham Hall campaign. Dan provided support for the College of Business and Economics building and is currently serving on the Multi Sports Complex Campaign committee.

PURPOSE

This grant shall be made only to students enrolled at the University of Wisconsin-Whitewater who are majoring in the Biological Sciences and are conducting undergraduate research for University credit.

GENERAL CONDITIONS GOVERNING THE AWARD

1. The grant shall be known as the Biology Undergraduate Research Grant.
2. The financial administration of the fund shall be vested in the UW-Whitewater Foundation, Inc and subject to its investment and distribution policies as set forth by its Board of Directors in compliance with the laws of the State of Wisconsin.
3. The grant shall be awarded every year to candidates complying with the conditions as are set forth. The grant is renewable, but the candidate must re-submit an application and complete the selection process each year.
4. It is the intent of the donors that only the income from the fund be used to make the grant. The annual grant shall be \$500. A larger amount may be awarded as determined by the donor or the UW-Whitewater Foundation.
5. In the event the recipient voluntarily discontinues his or her undergraduate research project, or fails to remain in good academic standing as prescribed by the University for continuation, (s) he shall forfeit all rights of the grant, and the money shall revert to the fund.
6. The award shall be used to support travel, supplies and other research expenses according to the rules of the Undergraduate Research, Innovative, and Creative Activities Program.

QUALIFICATIONS OF CANDIDATES

1. The candidate must be an accepted registered full-time student at UW-Whitewater and maintain an overall academic GPA of at least 3.0.
2. The candidate may be a sophomore, junior, or senior at the time of application. The candidate will be majoring in an emphasis offered by the Department of Biological Sciences.
3. The candidate must submit a completed application by the spring or fall deadlines posted for Undergraduate Research Grant applications by the Undergraduate Research, Innovative, and Creative Activities Program, of the school year preceding (spring) or of (fall) that for which the grant will be awarded. The application will take the form of an Undergraduate Research Grant application, specifically a three page proposal including a budget, faculty letter, student AR, faculty CV and a summary of outcomes for the mentor's previous grant recipients.
4. The candidate awarded this grant for any given year may be male or female.

SELECTION OF CANDIDATES

1. The selection of the candidate will be made by the Undergraduate Research, Innovative, and Creative Activities Program Director based on a recommendation from the Chair of Biological Sciences and input from faculty grant reviewers. They will review those Undergraduate Research grant applications that request a supplement. They shall select candidates no later than three weeks following the application deadline.
2. The following factors shall be considered in deciding the relative merit of applicants and final selection.
 - a. Enrollment in an Honors emphasis (strongly encouraged, not required)
 - b. High GPA
 - c. Quality of research proposal
 - d. Evidence of need for research, based on well prepared budget
 - e. Productivity of mentor's laboratory
 - f. Other evidence of student's potential for success in research

STATEMENT OF UNDERSTANDING

The UW-Whitewater Foundation has the authority and responsibility to steward this grant as outlined by this document for the donor(s). If for reasons in the future it should be impractical or impossible to disburse this grant, the UW-Whitewater Foundation has the right to modify the criteria to allow for distribution of the grant. The changes will be made as closely as possible in keeping with the donor's original intent. Reasonable efforts should be made to contact the donor or living relatives for their input whenever possible.

Selection Process

The selection of the Biology Award winners is at the discretion of the URICA/ORSP staff and will be determined by the ranking of their proposal for one of URICA's grant opportunities.

Ganser Biology Research Award

The Official Memorandum of Understanding

THE DONOR

This scholarship was established by Roger H. Ganser, class of 1967, through the Roger H. Ganser Charitable Trust. Roger H. Ganser is a distinguished alumnus of UW-Whitewater and is a cofounder and Managing Director of Venture Investors LLC, in Madison, Wis., where he resides with his wife Katherine Naherny. Mr. Ganser has been a generous donor of his time, leadership and resources to UW-Whitewater. He served as the Chairman of the College of Letters & Science Advisory Board for more than four years, and was a strong supporter of the Upham Hall campaign.

PURPOSE

This scholarship shall be made only to students enrolled at the University of Wisconsin-Whitewater who are majoring in the Biological Sciences and who are conducting undergraduate research for university credit.

GENERAL CONDITIONS GOVERNING THE GRANT

1. The scholarship shall be known as the Roger H. Ganser Biology Undergraduate Research Grant.
2. The financial administration of the fund shall be vested in the UW-Whitewater Foundation, Inc. and subject to its investment and distribution policies as set forth by its Board of Directors in compliance with the laws of the State of Wisconsin.
3. The scholarship shall be awarded every year to candidates complying with the conditions as are set forth. The scholarship is renewable, but the candidate must re-submit an application and complete the selection process each year.
4. It is the intent of the donor that all income to the fund from the Trust be used to make the grants on an annual basis. The awards shall range from \$500-1,000 each. A larger amount may be awarded as determined by the donor or the UW-Whitewater Foundation.
5. In the event the recipient voluntarily discontinues his or her undergraduate research project, or fails to remain in good academic standing as prescribed by the University for continuation, (s)he shall forfeit all rights of the scholarship, and the money shall revert to the fund.
6. The grant shall be used to support travel, supplies and other research expenses according to the rules of the Undergraduate Research, Innovative, and Creative Activities Program.

QUALIFICATIONS OF CANDIDATES

1. The candidate must be an accepted registered full-time student at UW-Whitewater and maintain an overall academic GPA of at least 3.0.

2. The candidate may be a sophomore, junior, or senior at the time of application. The candidate will be majoring in an emphasis offered by the Department of Biological Sciences.
3. The candidate must submit a completed application by the spring or fall deadlines posted for Undergraduate Research Grant applications by the Undergraduate Research, Innovative, and Creative Activities Program, of the school year preceding (spring) or of (fall) that for which the scholarship will be awarded. The application will take the form of an Undergraduate Research Grant application, specifically a three page proposal including a budget, faculty letter, student AR, faculty CV and a summary of outcomes for the mentor's previous grant recipients.
4. The candidate awarded this scholarship for any given year may be male or female.

SELECTION OF CANDIDATES

1. The selection of the candidate will be made by the Undergraduate Research, Innovative, and Creative Activities Program Director based on a recommendation from the Chair of Biological Sciences and input from faculty grant reviewers. They will review those Undergraduate Research grant applications that request a supplement. They shall select candidates no later than three weeks following the application deadline.
2. The following factors shall be considered in deciding the relative merit of applicants and final selection.
 - a. Enrolment in an Honors emphasis (strongly encouraged, not required)
 - b. High GPA
 - c. Quality of research proposal
 - d. Evidence of need for research, based on well prepared budget
 - e. Productivity of mentor's laboratory
 - f. Other evidence of student's potential for success in research

STATEMENT OF UNDERSTANDING

The UW-Whitewater Foundation has the authority and responsibility to steward this grant as outlined by this document for the donor(s). If for reasons in the future it should be impractical or impossible to disburse this grant, the UW-Whitewater Foundation shall consult with Roger H. Ganser prior to modifying the criteria to allow for distribution of the grant. The changes will be made as closely as possible in keeping with the donor's original intent. Reasonable efforts should be made to contact the donor or living relatives for their input whenever possible.

Selection Process

The selection of the Biology Award winners is at the discretion of the URICA/ORSP staff and will be determined by the ranking of their proposal for one of URICA's grant opportunities.

Chemistry Research Award

The Official Memorandum of Understanding

Background: The University of Wisconsin – Whitewater is fortunate to possess a strong and rapidly growing Undergraduate Research Program (URP). Among the program's successes, we regularly send one of the largest contingents of student presenters in the nation to the National Conference on Undergraduate Research (NCUR). Our core of science students remains very strong, even as the model they provide is replicated in the humanities, social sciences and elsewhere.

The generous support received by our students comes from the Discovery Endowment (governed by the UW-W Foundation), the university's student government, and the Provost's office, as the URP is recognized as a key High Impact Practice (HIP), driving overall student success. However, there are limits to the level of support that can presently be provided, particularly with the growing breadth of student interest in the URP, spanning all colleges and majors. Given that, it is important that the hard sciences continue to be able to support large numbers of student researchers.

Specific Challenges in the Support of Undergraduate Research in the Sciences:

Our students currently receive grants of up to \$500/year (\$1,000/year for students conducting honors theses) and support to travel either to NCUR or the UW-System Undergraduate Research Conference. These grants are sufficiently large for many projects for not for those in high cost fields such as biology and chemistry. The hard sciences not only have a high concentration of students applying for URP grants, but the costs of many science research projects are greater than typical in the humanities, arts, or business. Many science research projects also demand summer work in collaboration with a faculty mentor, requiring a focus and time that may limit a student's ability to hold an outside paying job. Thus, it is important that there be separate and incremental funds for undergraduate research in the hard sciences. Two Biology Undergraduate Research Grant Funds (one named, one "general") were established in 2008 by alumni and have been further contributed to in more recent years, thus providing incremental funding for biology. There is now the opportunity for a similar fund to be launched for chemistry.

Use and Administration of This Fund: Donations to this new fund will provide support to help chemistry students conduct research at a consistently high level, making them as competitive as possible for the best professional and graduate programs, as well as for jobs. Awards may address three key need areas in chemistry:

- 1.) Additional URP grants for chemistry students, to whom the URP budget would not be able to award otherwise, thus allowing more chemistry students to participate.

- 2.) Supplements to URP grants for chemistry research projects with particularly high costs.
- 3.) Summer undergraduate research fellowships in chemistry, not able to be funded by the overall URP funds.

The selection of students to receive grant awards from this fund will be led by the Director of the Undergraduate Research Program, with input from the Chair of the Department of Chemistry. If needed, the Dean of the College of Letters and Sciences will assist with selection of grantees.

Selection Process

The selection of the Biology Award winners is at the discretion of the URICA/ORSP staff and will be determined by the ranking of their proposal for one of URICA's grant opportunities.

Birch and Aspen Award

The Official Memorandum of Understanding

THE DONOR

This scholarship was established by Ellyn Dickmann, who served as Associate Dean of the College of Education and Professional Studies at OW-Whitewater from 2010-2014. Ellyn is a Midwest native who earned her bachelor's degree at Northern Arizona University in 1980 and her Ph.D. in Human Resources and Education from Colorado State University in 1999. As a researcher, she values the impact of developing research skills among undergraduates.

Ellyn has named the endowed scholarship "Birch and Aspen" as a reference to the trees indigenous to her two "home" states: Wisconsin and Colorado. Other donors are welcome to add to this fund, should they be motivated by the purpose of it.

PURPOSE

This scholarship is to support the efforts of a deserving student(s) involved in undergraduate research through the Undergraduate Research, Innovative, and Creative Activities Program at UW-Whitewater. The student must be a full-time UW-W student, in any major, and approved by the Undergraduate Research, Innovative, and Creative Activities Program for a faculty-mentored, academic research project. The scholarship is solely intended to be for tuition assistance purposes, not replacing any budgeted costs of the research project.

GENERAL CONDITIONS GOVERNING THE AWARD

1. The scholarship shall be known as The Birch and Aspen Research Scholarship.
2. The financial administration of the fund shall be vested in the UW-Whitewater Foundation Inc. and subject to its investment and distribution policies as set forth by its Board of Directors in compliance with the laws of the State of Wisconsin. Such policies include a current annual allocation for spending of 4% and an endowment maintenance allocation of 1.5% based on the fund's market value over the past 12 quarters. The Board of Directors reserves the right to modify all endowment related policies as circumstances warrant.
3. The scholarship shall be awarded every year to candidate(s) complying with the conditions as are set forth. The scholarship is not renewable.
4. It is the intent of the donor(s) that only the annual spending limit imposed by the Foundation shall be used to fund the annual scholarship award(s).
5. In the event the recipient voluntarily discontinues full-time enrollment, discontinues the qualifying research work, or fails to remain in good academic standing as prescribed by the University for continuation, the recipient shall forfeit all rights of the scholarship, and the money shall revert to the fund.

QUALIFICATIONS OF CANDIDATES

1. The candidate must be an accepted registered student at UW-Whitewater and maintain an overall academic GPA of at least 3.0.
2. The candidate may be a sophomore, junior, or senior at the time of application and must be in good standing.
3. The candidate must have applied for, and been accepted by, the Undergraduate Research, Innovative, and Creative Activities Program, and must have an approved faculty mentor as part of that program, and must be conducting academic research.
4. The candidate must submit a completed application the school year preceding that for which the scholarship will be awarded.

SELECTION OF CANDIDATES

1. The selection of the candidate(s) will be made by the Director of the Undergraduate Research Program, with input from deans or other appropriate persons with regard to finalist candidates and the criteria below must be adhered to.
2. All candidates must be a native of Wisconsin. After finalist candidates are selected, should there be a candidate from Wautoma (Waushara County), that candidate will receive the scholarship.
3. To be considered as a finalist candidate, student(s) must have a superior research project proposal; provide prior evidence to suggest a high-caliber of work will be completed; and have a demonstrated passion for research.

STATEMENT OF UNDERSTANDING

The UW-Whitewater Foundation has the authority and responsibility to steward this scholarship as outlined by this document for the donor(s). If for reasons in the future it should be illegal, impractical or impossible to disburse this scholarship, the UW-Whitewater Foundation will first contact the donor or her family to modify the criteria. If that is not possible, then the UW-Foundation has the right to modify the criteria to allow for distribution of the scholarship. The changes will be made as closely as possible in keeping with the donor's original intent.

Selection Process

- The selection of the Biology Award winners is at the discretion of the URICA/ORSP staff and will be determined by the ranking of their proposal for one of URICA's grant opportunities.

**Undergraduate Research, Innovative, and
Creative Activities Program**

Other Research Awards

Undergraduate Research, Innovative, and Creative Activities Program General Fund

The Official Fund Criteria

PURICAOSE

The overall purpose of the Warhawk Undergraduate Research Fund is to help current students of all majors and disciplines engage in undergraduate research-scholarship, creative activity, and apply their knowledge outside of the classroom. Students participating in undergraduate research have significantly higher graduation rates and an increased likelihood of acceptance into graduate programs. The general fund is discretionary in nature and supports all undergraduate research activities, including the following:

- Research Grants
- Materials for conducting research projects (software, equipment, supplies, etc.)
- Books
- Conference presentation travel
- Research dissemination
- Publication fees

The financial administration of the fund shall be vested in the UW-Whitewater Foundation, Inc. The UW-Whitewater Undergraduate Research, Innovative, and Creative Activities Program Director oversees and approves award nominations, then communicates disbursement requests to the UW-Whitewater Foundation, Inc.

STATEMENT OF UNDERSTANDING

The UW-Whitewater Foundation, Inc. has the authority and responsibility to steward this fund as outlined by this document for the donor(s). If for reasons in the future it should be illegal, impractical or impossible to disburse this fund, the UW-Whitewater Foundation, Inc. has the right to modify the criteria to allow for distribution of the fund. The changes will be made as closely as possible in keeping with the donor's original intent.

College of Letters and Science Travel Award

Award Details

- This program provides financial support of up to \$800 each for students to travel with a faculty mentor to present their research at a professional conference.
- At most ten travel grants will be awarded annually.
- This award supports and encourages research by our most talented undergraduate researchers.
- This program is intended to complement the experience students gain by presenting at the National Conference of Undergraduate Research.

Eligibility

- Students must be enrolled full-time in a College of Letters and Sciences major.
- Applicants must be juniors or seniors.
- Students need a cumulative GPA of 2.75 or higher.
- Mentors must be College of Letters and Sciences faculty or academic staff members holding at least a 50% appointment. Support for travel by mentors should be requested through the College Professional Development funds or funded extramurally.

Review Criteria

- Student GPA
- Role of the student in the research project/scholarly activity and presentation
- Student interest/success in research (participation in the UW-Whitewater Undergraduate Research, Innovative, and Creative Activities Program for multiple years and working toward a research-based honors thesis is especially relevant.
- Faculty history of successful mentoring of research students (including student authorship on publications, student conference presentations, or other relevant activities)
- The faculty mentor must attend the conference with the student
- Only one student per paper/presentation will be funded
- Distribution of funds among mentors and departments/programs
- Cost-effectiveness of travel arrangements

Submission Process

- Requests will be accepted on a rolling basis; however, application materials must be received at least 90 days before the scheduled conference travel.
- Faculty mentors must submit the L&S Travel Award application on behalf of their student presenters using the **form available here**.
- Include a copy of the student's unofficial transcript, the student's CV, a description of the research project/scholarly activity to be presented that highlights the student's role, and a brief CV of the mentor.
- Provide a copy of the acceptance letter or preliminary conference program that lists the student's role as a presenter. The application will still be reviewed if this documentation is not yet available; however, the documentation must be provided to receive the award.
- Email the complete application file as a single document to urp@uww.edu with "L&S Student Travel Award Application" in the subject line.
- The URICA Director will make recommendations to the L&S Associate Dean. Award decisions will be announced by email as soon as possible. Awards are available until funds are exhausted.

Making Travel Arrangements

- ALL travel arrangements must follow the university travel policy, or YOU WILL NOT BE REIMBURSED. Airfare must be purchased using the Concur booking tool or by calling a Travel, Inc. representative at 877-811-9898. Lodging must be booked directly through the conference or through the Concur booking tool. For questions about travel policy, travel authorization, and reimbursement procedures, please refer to the Guide for Infrequent Travelers.
- Once you have been notified that you are an award recipient, you will need to complete an electronic Travel Authorization form. This must be completed at least three weeks before your travel. To learn more about this, visit and scroll down to 'Travel Authorization'. If you have questions about how to proceed, please consult with your mentor, who will likely be able to assist you.
- Upon returning from your conference, submit an electronic expense report, also known as an e-TER, to receive reimbursement. All eTERs must be submitted by June 1st of the academic year in question.
- All reimbursements must follow state and UW System guidelines. Please see our FAQ page for additional information: **FAQ**.

Sustainability Award

Award Details

- The Sustainability Award supports students engaged in research addressing environmental and sustainability issues.

Eligibility

- The proposed research can be conducted by either a single student investigator or multiple student investigators working with a faculty or staff mentor.
- All rules governing Undergraduate Research Grant projects apply to recipients of the Sustainability Award.
- Multiple awards may be given each grant competition period.

Submission Process

- The itemized budget must provide details on costs related to the research project. This award will provide up to \$500 in addition to the \$500 from the URICA (total award up to \$1000)
- To apply for this grant, fill out the UR Grant application and check the appropriate box for funding in the survey.

Undergraduate Research, Innovative, and Creative Activities (URiCA) Program Artificial Intelligence (AI) Usage (Policy #736)

Policy Purpose

The policy is established to guide students and mentors on the proper use of Artificial Intelligence (AI) for proposal submissions and work presented at URiCA Symposium events.

Responsible UW-Whitewater Office

Office of the Provost

Scope

The policy primarily affects students because work completed through the URiCA Program should be their own. However, faculty and staff mentors are also impacted.

Definitions

GenAI: Generative Artificial Intelligence is a type of artificial intelligence that creates new and original content.

Intellectual Property Rights: Legal protection for individuals' creations of the mind.

URiCA: The Undergraduate Research, Innovative, and Creative Activities Program funds student projects across all disciplines at UW-Whitewater.

Policy Statement

The Undergraduate Research, Innovative, and Creative (URiCA) Program at UW-Whitewater recognizes that the field of Artificial Intelligence is evolving quickly. URiCA recognizes that students and mentors might have questions about its use when preparing proposals, conducting funded research, and submitting reports to URiCA. Students and mentors are responsible for how they utilize any Generative AI during these activities. Since the URiCA program covers multiple disciplines, students and mentors should also adhere to discipline-specific AI usage policies established by professional organizations as standards.

Other considerations students and mentors should reflect on:

- Understand the relationship between GenAI and Intellectual Property Rights.
- In most research fields, reproducibility and transparency are essential for ethical research, and GenAI tools should not weaken that standard.
- Students and mentors should understand the limitations of GenAI and acknowledge that some tools will sometimes produce "hallucinations."

- When sharing your results, be ready to answer follow-up questions about all aspects of the research.
- Policies of external publications, organizations, and conferences where the work may be submitted or presented, in addition to URiCA-sponsored events.

The University of Wisconsin - Whitewater has a responsibility to promote academic honesty and integrity, as well as to develop proper procedures for handling cases of academic dishonesty. Students are accountable for doing their work honestly, accurately representing it, citing sources correctly, and respecting the academic efforts of others. More information can be found at [UWS Chapter 14 Student Academic Disciplinary Procedures](#).

When submitting any proposal for our grant competitions or abstracts to present your research at our sponsored events, you must disclose AI usage in your application or submission. You must include the following:

- I. The name of the Generative AI system.
- II. The strategy used (e.g., editing grammar, translating transcripts from your non-native language to your native language, generating ideas, etc.).
- III. Prompts used.
- IV. A list of sections that include AI-generated content.

Related Documents

[UWS Chapter 14 Student Academic Disciplinary Procedures](#)

Policy History

Original Issuance Date: May 14, 2026

Scheduled Review

May 2031

Contact Information

Questions regarding the interpretation of this policy should be directed to:

John Frye

Director, URiCA Program

Telephone: 262-472-1268

Email: fryej@uww.edu

•

Appendix A – USF CFP

Purpose

This procedure outlines the call for proposals (CFP) for the Undergraduate Research, Innovative, and Creative Activities (URiCA) Summer Fellowship.

Responsible UW-Whitewater Officer

Director, URiCA

Definitions

Apprentice: A position where one is learning through practical experience under a skilled mentor.

IACUC: The Institutional Animal Care and Use Committee is a federally mandated committee responsible for overseeing an institution's animal care program, procedures, and facilities to ensure the ethical and humane treatment of laboratory animals.

IRB: The Institutional Review Board is an administrative body responsible for protecting the rights, safety, and welfare of human subjects involved in research.

Mentor: A faculty or staff member hired by the University of Wisconsin-Whitewater with expertise in the area of a student's project.

Project: Any research, innovative, or creative endeavor undertaken by a student and their mentor and funded by URiCA.

Summer Fellowship: A grant opportunity for undergraduate students and their mentors, sponsored by the URiCA Program. Work on these grants will begin at the start of the summer (mid-May in year 1) and continue through the end of the academic year (mid-May year 2). A majority of the project will be completed over the summer months, with less work completed during the academic year.

URiCA: The Undergraduate Research, Innovative, and Creative Activities Program funds projects for students across all disciplines at UW-Whitewater.

Procedures

A) Eligibility

- I. Any student from any major is eligible to apply as Principal Investigator (PI). Applications from research teams working on the same project are welcome and may be submitted together as co-Principal Investigators (co-PIs). The Undergraduate Research, Innovative, and Creative Activities (URiCA) Program has not established research priorities; therefore, we will consider applications from all disciplines.
- II. The URiCA Program will provide funding for the projects that are awarded.
 1. Up to \$1,500 per project for research supplies, materials, travel expenses, and more.

- a. All policies of the Universities of Wisconsin and UW-Whitewater regarding spending will be followed, and no exceptions to these rules will be permitted.
 - b. An additional \$500 will be awarded if the project is community-based. This could include completing a CBL course, collaborating with a community organization, or providing new information to a local community. Include these funds in your budget and justify why the project is community-based.
2. A total of \$6,000 is allocated for summer student stipends.
3. A total of \$2,500 is allocated for summer mentor stipends.

B) Timeline

- I. Application Deadline: Submit applications electronically to URP@uww.edu by the end of the day on March 1st.
- II. Notification: The URiCA Program will inform all students and mentors listed in the proposal of its decision by March 31st.
- III. Award Period: Applications for the Academic Year URiCA Summer Fellowship competition are due by March 1st. The expenditure period runs from May 15th through April 30th. The Universities of Wisconsin and UW-Whitewater have set fixed cutoff dates for certain purchases; these dates cannot be changed. Expenditures are only permitted for the proposed project and cannot be used to support other projects or future mentor projects.

C) Application Materials

- I. Applications must include the following:
 1. Cover Letter: Include a project title, the student(s) name(s), department(s), major(s), and mentor(s) name(s) and department(s). The rest of the application should omit any names or identifying details to ensure a blind review process.
 2. Summary: A short paragraph providing an overview of the project and its significance. This paragraph will serve as the cover page for the application narrative, which will be submitted to reviewers.
 3. Project Narrative: This section must not exceed six pages, are single-spaced, using a 12-point font with one-inch margins.
 - a. Project's Research Question or Creative Purpose: A brief statement that clearly states the research question, creative purpose, or primary goal of the project.
 - b. Significance of the Project: A description of how this project aligns within the broader discipline-specific field. This may include, but is not limited to, a review of scientific literature, a summary of other creative works in the proposed discipline, etc.

- c. Project Methods: A section describing the methods needed to complete the project.
 - d. Project Goals: A clear outline of specific objectives or steps necessary to address the research question or complete the creative project. Include a tentative schedule showing when these goals are expected to be met.
- 4. Project Budget (with justification of expenses): A detailed outline of how funds will be allocated for this project. Each item must include a description of its purpose and explain how the expense supports achieving one of the project's goals.
- 5. Reference List: A collection of sources used to complete the proposal.
- 6. AI Disclosure Statement: Refer to URiCA's AI Usage Policy below. In this part of the proposal, include the following: 1) the name of the Generative AI system; 2) the strategy used (e.g., editing grammar, translating transcripts from your non-native language to your native language, generating ideas, etc.); 3) prompts used; and 4) a list of sections containing AI-generated content.
- 7. Mentor(s) Letter of Recommendation: All mentors involved in the project must submit a recommendation letter to URiCA for both the project and the student(s) participating. Please emphasize the importance of the project and the students' ability to complete it on time in the letter.

D) Apply

- I. Student(s): Submit the completed proposal as a single Word Document or PDF to urp@uww.edu with the subject line (P.I. Last Name) Summer Fellowship Application. Applications must be received by the end of the day on March 1st.
- II. Mentor(s): Please email the completed letter of recommendation as a Word Document or PDF to urp@uww.edu with the subject line (P.I. Last Name) Summer Fellowship Application LOR. Recommendations must be received by the end of the day on March 1st.
- III. URiCA staff will review your application within 48 business hours and send you an acknowledgment of receipt. If any parts are missing, you will be notified and have 48 business hours to respond. Applications not submitted within 48 business hours of notification will be rejected.

E) Review

- I. Subject Review: URiCA will select at least one content expert to evaluate the proposal and rate it based on the following.
 - 1. Is the proposed project relevant to the field of study?
 - 2. Are the proposed methods for completing the research project sound according to current practices in the field?

3. Will the proposed project generate original data, investigate a new question, or conduct secondary research that advances the broader field of study?
 4. Is the student ready to finish the proposed project by the deadlines outlined in the proposal?
- II. Review by URiCA/ORSP: At least one member of the URiCA/ORSP team will also assess the proposal and assign a rating based on the following:
1. The same questions mentioned earlier.
 2. The application clearly defines the project's deliverables and expected outcomes.
 3. Do the student(s) and mentor(s) meet the URiCA criteria for the proposed project?

F) Award Notifications

- I. Awarded proposals will be notified by March 31st.
- II. Award Responsibilities
 1. All students and mentors involved in awarded projects must agree to the following:
 - a. Before beginning work on the project (ideally between March 31 and May 15), students and mentors must:
 - Watch a Summer Fellowship Orientation video made by the URiCA team.
 - Finish a Responsible Conduct of Research course.
 - If working with human subjects, complete a course in social, behavioral, and educational sciences.
 - When working with human subjects, ensure an approved protocol is on file with the Institutional Review Board (IRB).
 - If you work in the biomedical field, think about taking a Biomedical Sciences Research course.
 - Fill out an obligation form, agree to the Summer Fellowship grant responsibilities, and submit demographic data for URiCA records.
 - b. Grant Period Obligations. Grant personnel will:
 - Notify URiCA of any changes to the project's scope or expenses; these must be submitted in writing to URiCA before implementation. URiCA reserves the right to deny any of these requests.
 - Inform URiCA in writing if any student registers for research hours (e.g., 498, 498R, 499 courses) to earn credit toward this project.

- Reply quickly to any messages from URiCA, preferably within two business days.
- Complete your end-of-year review of your experience with URiCA.
- Provide an update on the research completed over the summer and revise goals to reflect the remaining work for the upcoming academic year. Submit this to URiCA by August 31st.
- Present at UW-W's Fall URiCA Symposium in November.
- Present at UW-W's Spring URiCA Symposium in April.
- Present their research at the National Conference on Undergraduate Research (NCUR).
- Present their research at the Universities of Wisconsin's Research Symposium.
- If invited, present at Research in the Rotunda, Science Alliance meetings, or other events held on campus or across the state. We encourage students to take advantage of these opportunities.
- Notify URiCA of any additional professional presentations, published work, or public displays or showings related to the funded proposal.
- Submit an extended abstract (2,500 to 4,000 words) to URiCA by the end of the Spring semester (i.e., May 15th). These abstracts will be stored on URiCA's website to archive the projects completed in the program.

G) URiCA AI Usage Policy

See [UWW Policy 736: URiCA AI Usage](#) with respect to the URiCA Summer Fellowship.

Related Documents

Procedure History

First approved: May 14, 2026

Scheduled Review

May 2031

Contact Information

Questions regarding the interpretation of this procedure should be directed to:

John Frye

Director, URiCA Program

fryej@uww.edu

262-472-1268

Appendix B – AYG CFP

Purpose

This procedure outlines the call for proposals (CFP) for the Undergraduate Research, Innovative, and Creative Activities (URiCA) Academic Year Grants.

Responsible UW-Whitewater Officer

Director, URiCA

Definitions

Academic Year Grant: A grant opportunity for undergraduate students and their mentors, sponsored by the URiCA Program. Work on these grants will begin at the start of the new academic year (late August/early September) and continue through the end of the academic year (mid-May).

IACUC: The Institutional Animal Care and Use Committee is a federally mandated committee responsible for overseeing an institution's animal care program, procedures, and facilities to ensure the ethical and humane treatment of laboratory animals.

IRB: The Institutional Review Board is an administrative body responsible for protecting the rights, safety, and welfare of human subjects involved in research.

Mentor: A faculty or staff member hired by the University of Wisconsin-Whitewater with expertise in the area of a student's project.

Project: Any research, innovative, or creative endeavor undertaken by a student and their mentor and funded by URiCA.

URiCA: The Undergraduate Research, Innovative, and Creative Activities Program funds projects for students across all disciplines at UW-Whitewater.

Procedures

A) Eligibility

- I. Any student from any major is eligible to apply as Principal Investigator (PI). Applications from research teams working on the same project are welcome and may be submitted together as co-Principal Investigators (co-PIs). The Undergraduate Research, Innovative, and Creative Activities (URiCA) Program has not established research priorities; therefore, we will consider applications from all disciplines.
- II. The URiCA Program will provide funding for the projects that are awarded.
 - A. Up to \$750 per student per project with a maximum allowed amount of \$1,500 for research supplies, materials, travel expenses, and more. All policies of the Universities of Wisconsin and UW-Whitewater regarding spending will be followed, and no exceptions to these rules will be permitted.

B) Timeline

- I. Application Deadline: Submit applications electronically to URP@uww.edu by the end of the day on April 15th.
- II. Notification: The URiCA Program will inform all students and mentors listed in the proposal of its decision by May 15th,
- III. Award Period: Applications for the Academic Year Grant competition are due by April 15th. The expenditure period runs from September 1st through April 30th. The Universities of Wisconsin and UW-Whitewater have set fixed cutoff dates for certain purchases; these dates cannot be changed. Expenditures are only permitted for the proposed project and cannot be used to support other projects or future mentor projects.

C) Application Materials

- I. Applications must include the following:
 - a. Cover Letter: Include a project title, the student(s) name(s), department(s), major(s), and mentor(s) name(s) and department(s). The rest of the application should omit any names or identifying details to ensure a blind review process.
 - b. Summary: A short paragraph providing an overview of the project and its significance. This paragraph will serve as the cover page for the application narrative, which will be submitted to reviewers.
 - c. Project Narrative: This section must not exceed six pages, are single-spaced, using a 12-point font with one-inch margins.
 1. Project's Research Question or Creative Purpose: A brief statement that clearly states the research question, creative purpose, or primary goal of the project.
 2. Significance of the Project: A description of how this project aligns within the broader discipline-specific field. This may include, but is not limited to, a review of scientific literature, a summary of other creative works in the proposed discipline, etc.
 3. Project Methods: A section describing the methods needed to complete the project.
 4. Project Goals: A clear outline of specific objectives or steps necessary to address the research question or complete the creative project. Include a tentative schedule showing when these goals are expected to be met.
 5. Project Budget (with justification of expenses): A detailed outline of how funds will be allocated for this project. Each item must include a description of its purpose and explain how the expense supports achieving one of the project's goals.
 - d. Reference List: A collection of sources used to complete the proposal.

- e. AI Disclosure Statement: Refer to URiCA's AI Usage Policy below. In this part of the proposal, include the following: 1) the name of the Generative AI system; 2) the strategy used (e.g., editing grammar, translating transcripts from your non-native language to your native language, generating ideas, etc.); 3) prompts used; and 4) a list of sections containing AI-generated content.
- f. Mentor(s) Letter of Recommendation: All mentors involved in the project must submit a recommendation letter to URiCA for both the project and the student(s) participating. Please emphasize the importance of the project and the students' ability to complete it on time in the letter.

D. Apply

- I. Student(s): Submit the completed proposal as a single Word Document or PDF to urp@uww.edu with the subject line (P.I. Last Name) AYG Application. Applications must be received by the end of the day on April 15th.
- II. Mentor(s): Please email the completed letter of recommendation as a Word Document or PDF to urp@uww.edu with the subject line (P.I. Last Name) AYG Application LOR. Recommendations must be received by the end of the day on April 15th.
- III. URiCA staff will review your application within 48 business hours and send you an acknowledgment of receipt. If any parts are missing, you will be notified and have 48 business hours to respond. Applications not submitted within 48 business hours of notification will be rejected.

E. Review

- I. Subject Review: URiCA will select at least one content expert to evaluate the proposal and rate it based on the following.
 - a. Is the proposed project relevant to the field of study?
 - b. Are the proposed methods for completing the research project sound according to current practices in the field?
 - c. Will the proposed project generate original data, investigate a new question, or conduct secondary research that advances the broader field of study?
 - d. Is the student ready to finish the proposed project by the deadlines outlined in the proposal?
 - 1. Review by URiCA/ORSP: At least one member of the URiCA/ORSP team will also assess the proposal and assign a rating based on the following:
 - i. The same questions mentioned earlier.
 - ii. The application clearly defines the project's deliverables and expected outcomes.
 - iii. Do the student(s) and mentor(s) meet the URiCA criteria for the proposed project?

F. Award Notifications

- I. Awarded proposals will be notified by May 15th.
- II. Award Responsibilities
 - a. All students and mentors involved in awarded projects must agree to the following:
 1. Before beginning work on the project (ideally between May 15 and September 1), students and mentors must:
 - Watch an AYG Orientation video made by the URiCA team.
 - Finish a Responsible Conduct of Research course.
 - If working with human subjects, complete a course in social, behavioral, and educational sciences.
 - When working with human subjects, ensure an approved protocol is on file with the Institutional Review Board (IRB).
 - If you work in the biomedical field, think about taking a Biomedical Sciences Research course.
 - Fill out an obligation form, agree to the SURF grant responsibilities, and submit demographic data for URiCA records.
 2. Grant Period Obligations. Grant personnel will:
 - Notify URiCA of any changes to the project's scope or expenses; these must be submitted in writing to URiCA before implementation. URiCA reserves the right to deny any of these requests.
 - Inform URiCA in writing if any student registers for research hours (e.g., 498, 498R, 499 courses) to earn credit toward this project.
 - Reply quickly to any messages from URiCA, preferably within two business days.
 - Complete your end-of-year review of your experience with URiCA.
 - Present at UW-W's Spring URiCA Symposium in April.
 - If invited, present their research at the National Conference on Undergraduate Research (NCUR).
 - Present their research at the Universities of Wisconsin's Research Symposium.
 - If invited, present at Research in the Rotunda, Science Alliance meetings, or other events held on campus or across the state. We encourage students to take advantage of these opportunities.

- Notify URiCA of any additional professional presentations, published work, or public displays or showings related to the funded proposal.
- Submit an extended abstract (2,500 to 4,000 words) to URiCA by the end of the Spring semester (i.e., May 15th). These abstracts will be stored on URiCA's website to archive the projects completed in the program.

G) URiCA AI Usage Policy

See UWW Policy 736: URiCA AI Usage with respect to the URiCA Academic Year Grants program.

Related Documents

Procedure History

First approved: May 14, 2026

Scheduled Review

May 2031

Contact Information

Questions regarding the interpretation of this procedure should be directed to:

John Frye

Director, URiCA Program

fryej@uww.edu

262-472-1268

Appendix C – Seed Grant CFP

Purpose

This procedure outlines the call for proposals (CFP) for the Undergraduate Research, Innovative, and Creative Activities (URiCA) Seed Grant.

Responsible UW-Whitewater Officer

Director, URiCA

Definitions

Apprentice: A position where one is learning through practical experience under a skilled mentor.

IACUC: The Institutional Animal Care and Use Committee is a federally mandated committee responsible for overseeing an institution's animal care program, procedures, and facilities to ensure the ethical and humane treatment of laboratory animals.

IRB: The Institutional Review Board is an administrative body responsible for protecting the rights, safety, and welfare of human subjects involved in research.

Mentor: A faculty or staff member hired by the University of Wisconsin-Whitewater with expertise in the area of a student's project.

Project: Any research, innovative, or creative endeavor undertaken by a student and their mentor and funded by URiCA.

Seed Grant: A grant opportunity for undergraduate students and their mentors, sponsored by the URiCA Program. Work on these grants will be for a period shorter than a whole academic year (i.e., a semester project or few month project).

URiCA: The Undergraduate Research, Innovative, and Creative Activities Program funds projects for students across all disciplines at UW-Whitewater.

Procedures

A) Eligibility

- I. Any student from any major is eligible to apply as Principal Investigator (PI). Applications from research teams working on the same project are welcome and may be submitted together as co-Principal Investigators (co-PIs). The Undergraduate Research, Innovative, and Creative Activities (URiCA) Program has not established research priorities; therefore, we will consider applications from all disciplines.
- II. The URiCA Program will provide funding for the projects that are awarded.
 1. Up to \$300 per student per project with a maximum of \$600 per project for research supplies, materials, travel expenses, and more.
 - a. All policies of the Universities of Wisconsin and UW-Whitewater regarding spending will be followed, and no exceptions to these rules will be permitted.

B) Timeline

- I. Application Deadline: The deadline will be an open call for proposals until all funds for the academic year are allocated, with a final deadline of December 15th.
- II. Notification: The URiCA Program will inform all students and mentors listed in the proposal of its decision within 2 weeks of submission.
- III. Award Period: The expenditure period runs from the notification of receipt of the award through April 30th. The Universities of Wisconsin and UW-Whitewater have set fixed cutoff dates for certain purchases; these dates cannot be changed. Expenditures are only permitted for the proposed project and cannot be used to support other projects or future mentor projects.

C) Application Materials

- I. Applications must include the following:
 1. Cover Letter: Include a project title, the student(s) name(s), department(s), major(s), and mentor(s) name(s) and department(s). The rest of the application should omit any names or identifying details to ensure a blind review process.
 2. Summary: A short paragraph providing an overview of the project and its significance. This paragraph will serve as the cover page for the application narrative, which will be submitted to reviewers.
 3. Project Narrative: This section must not exceed six pages, are single-spaced, using a 12-point font with one-inch margins.
 - a. Project's Research Question or Creative Purpose: A brief statement that clearly states the research question, creative purpose, or primary goal of the project.
 - b. Significance of the Project: A description of how this project aligns within the broader discipline-specific field. This may include, but is not limited to, a review of scientific literature, a summary of other creative works in the proposed discipline, etc.
 - c. Project Methods: A section describing the methods needed to complete the project.
 - d. Project Goals: A clear outline of specific objectives or steps necessary to address the research question or complete the creative project. Include a tentative schedule showing when these goals are expected to be met.
 - e. Project Budget (with justification of expenses): A detailed outline of how funds will be allocated for this project. Each item must include a description of its purpose and explain how the expense supports achieving one of the project's goals.
 4. Reference List: A collection of sources used to complete the proposal.
 5. AI Disclosure Statement: Refer to URiCA's AI Usage Policy below. In this part of the proposal, include the following: 1) the name of the Generative AI system; 2) the strategy used (e.g., editing grammar, translating

transcripts from your non-native language to your native language, generating ideas, etc.); 3) prompts used; and 4) a list of sections containing AI-generated content.

6. Mentor(s) Letter of Recommendation: All mentors involved in the project must submit a recommendation letter to URiCA for both the project and the student(s) participating. Please emphasize the importance of the project and the students' ability to complete it on time in the letter.

D) Apply

- I. Student(s): Submit the completed proposal as a single Word Document or PDF to urp@uww.edu with the subject line (P.I. Last Name) Seed Grant Application. Applications must be received by the end of the day on March 1st.
- II. Mentor(s): Please email the completed letter of recommendation as a Word Document or PDF to urp@uww.edu with the subject line (P.I. Last Name) Seed Grant Application LOR. Recommendations must be received by the end of the day on March 1st.
- III. URiCA staff will review your application within 48 business hours and send you an acknowledgment of receipt. If any parts are missing, you will be notified and have 48 business hours to respond. Applications not submitted within 48 business hours of notification will be rejected.

E) Review

- I. Subject Review: URiCA will select at least one content expert to evaluate the proposal and rate it based on the following.
 1. Is the proposed project relevant to the field of study?
 2. Are the proposed methods for completing the research project sound according to current practices in the field?
 3. Will the proposed project generate original data, investigate a new question, or conduct secondary research that advances the broader field of study?
 4. Is the student ready to finish the proposed project by the deadlines outlined in the proposal?
- II. Review by URiCA/ORSP: At least one member of the URiCA/ORSP team will also assess the proposal and assign a rating based on the following:
 1. The same questions mentioned earlier.
 2. The application clearly defines the project's deliverables and expected outcomes.
 3. Do the student(s) and mentor(s) meet the URiCA criteria for the proposed project?

F) Award Notifications

- I. Awarded proposals will be notified by March 31st.
- II. Award Responsibilities
 1. All students and mentors involved in awarded projects must agree to the following:
 - a. Before beginning work on the project, students and mentors must:
 - Watch a Seed Grant Orientation video made by the URiCA team.
 - Finish a Responsible Conduct of Research course.
 - If working with human subjects, complete a course in social, behavioral, and educational sciences.
 - When working with human subjects, ensure an approved protocol is on file with the Institutional Review Board (IRB).
 - If you work in the biomedical field, think about taking a Biomedical Sciences Research course.
 - Fill out an obligation form, agree to the Seed Grant responsibilities, and submit demographic data for URiCA records.
 - b. Grant Period Obligations. Grant personnel will:
 - Notify URiCA of any changes to the project's scope or expenses; these must be submitted in writing to URiCA before implementation. URiCA reserves the right to deny any of these requests.
 - Inform URiCA in writing if any student registers for research hours (e.g., 498, 498R, 499 courses) to earn credit toward this project.
 - Reply quickly to any messages from URiCA, preferably within two business days.
 - Complete your end-of-year review of your experience with URiCA.
 - Present at UW-W's Spring URiCA Symposium in April.
 - If invited, present their research at the National Conference on Undergraduate Research (NCUR).
 - Present their research at the Universities of Wisconsin's Research Symposium.
 - If invited, present at Research in the Rotunda, Science Alliance meetings, or other events held on campus or across the state. We encourage students to take advantage of these opportunities.

- Notify URiCA of any additional professional presentations, published work, or public displays or showings related to the funded proposal.
- Submit an extended abstract (2,500 to 4,000 words) to URiCA by the end of the Spring semester (i.e., May 15th). These abstracts will be stored on URiCA's website to archive the projects completed in the program.

G) URiCA AI Usage Policy

See UWW Policy 736: URiCA AI Usage with respect to the URiCA Seed Grant.

Related Documents

Procedure History

First approved: May 14, 2026

Scheduled Review

May 2031

Contact Information

Questions regarding the interpretation of this procedure should be directed to:

John Frye

Director, URiCA Program

fryej@uww.edu

262-472-1268

Appendix D – Travel Grant CFP

Purpose

This procedure outlines the call for proposals (CFP) for the Undergraduate Research, Innovative, and Creative Activities (URiCA) Travel Grant.

Responsible UW-Whitewater Officer

Director, URiCA

Definitions

GenAI: Generative Artificial Intelligence is a type of artificial intelligence that creates new and original content.

IACUC: The Institutional Animal Care and Use Committee is a federally mandated committee responsible for overseeing an institution's animal care program, procedures, and facilities to ensure the ethical and humane treatment of laboratory animals.

IRB: The Institutional Review Board is an administrative body responsible for protecting the rights, safety, and welfare of human subjects involved in research.

Mentor: A faculty or staff member hired by the University of Wisconsin-Whitewater with expertise in the area of a student's project.

Project: Any research, innovative, or creative endeavor undertaken by a student and their mentor and funded by URiCA.

Travel Grant: A grant opportunity applied for by mentors to support students' travel costs to conferences, workshops, and travel-study courses that have a research component. The duration of these grants varies based on the activity outlined in the mentor's proposal.

URiCA: The Undergraduate Research, Innovative, and Creative Activities Program funds projects for students across all disciplines at UW-Whitewater.

Procedures

A) Eligibility

- I. Mentors from any campus discipline are eligible to apply. The mentor must submit applications to support students traveling to a conference to present research or for a travel-study course that includes a research component. URiCA does not set research priorities; therefore, we will review applications from all disciplines. The faculty member must submit the application.
- II. The Undergraduate Research, Innovative, and Creative Activities Program will allocate up to \$250 per student researcher on the project, with a maximum of \$2,000 per project. An additional \$1,000 can be requested for research supplies. These funds can be used for research or project supplies, travel expenses, and other related costs. All University of Wisconsin and UW-Whitewater spending policies will be followed, and no exceptions to these rules will be allowed.

B) Timeline

- I. Application Deadline: The deadline remains open until all funds are used up.
- II. Notification: URiCA will inform applicants listed in the proposal of the decision within 2 weeks of their application being approved.
- III. Award Period: The grant and expenditure periods will be the Academic Year (September 1 through April 30), with the start date adjusted based on when the application is received. The Universities of Wisconsin and UW-Whitewater policies have set cutoff dates for certain purchases; these dates are fixed and cannot be changed. Expenditures are only permitted for the proposed project and cannot be used to support other projects or future mentor projects.

C) Application Materials

- I. Mentor applications should be formatted with single-spacing, a 12-point font, and one-inch margins. Applications must include the following:
 1. Cover Letter: A cover letter that includes a project title, student(s) name(s), department(s), major(s), and mentor(s) name(s) and department(s).
 2. Summary: A two-page overview that describes the project and its significance. This summary should clearly specify whether the funds will be used for conference travel or to support a travel study course.
 3. Statement of Project Goals: An outline of specific project objectives or steps necessary to answer the research question or complete the project. Include in this statement a tentative schedule indicating when those goals are expected to be achieved.
 4. Project Budget (with justification of expenses): A detailed outline of how the funds will be used for this project. Each item should include a description of its purpose and explain how the expense helps achieve one of the project's goals.
 5. AI Disclosure Statement: Refer to URiCA's AI Usage Policy below. In this part of the proposal, include the following: 1) the name of the Generative AI system; 2) the strategy used (e.g., editing grammar, translating transcripts from your non-native language to your native language, generating ideas, etc.); 3) prompts used; and 4) a list of sections containing AI-generated content.

D) Apply

- I. Mentor(s): Send the completed proposal as a Word Document or PDF to URP@uww.edu with the subject line (Mentor Last Name) Travel Grant Application

- II. URiCA staff will review the application within 48 hours and send an acknowledgment of submission. If any components are missing, you will be notified and have 48 hours (roughly 2 days) to respond by submitting a new application with the missing elements.

E) Review

- I. Review by URiCA/ORSP: At least one member of the ORSP/URiCA staff will review the proposal and evaluate it based on the following criteria:
 1. The proposal highlights the advantages of the trip.
 2. The application clearly specifies the project's deliverables and outputs.
 3. Do the student(s) and mentor(s) meet the criteria set by the URiCA for the proposed project?

F) Award Notifications

Awarded proposals will be notified to students and faculty mentors listed in the proposal within two weeks of accepting their research proposal.

G) Award Responsibilities

- I. All personnel involved in awarded projects must agree to the following:
 1. Before beginning work on the grant, the students and mentor must:
 - a. If research is to be conducted on a travel course. In that case, each mentor and student must complete a Responsible Conduct of Research course and, if needed, a course in Social, Behavioral, and Educational (SBE) Sciences.
 2. Documents and Presentations
 - a. Students must present at UWW's Fall or Spring Undergraduate Research Day, in November or April, respectively.
 - b. Travel Grant students and mentors must also submit an extended abstract (2,500 to 4,000 words) to URiCA by the end of the Spring semester. These abstracts will be archived on URiCA's website.

H) URiCA AI Usage Policy

See UWW Policy 736: URiCA AI Usage with respect to the URiCA Travel Grant.

Related Documents

Procedure History

First approved: May 14, 2026

Scheduled Review

May 2031

Contact Information

Questions regarding the interpretation of this procedure should be directed to:

John Frye

Director, URiCA Program

fryej@uww.edu

262-472-1268

Appendix E -RAP CFP

Purpose

This procedure outlines the call for proposals (CFP) for the Undergraduate Research, Innovative, and Creative Activities (URiCA) Apprenticeship Program.

Responsible UW-Whitewater Officer

Director, URiCA

Definitions

Apprentice: A position where one is learning through practical experience under a skilled mentor.

IACUC: The Institutional Animal Care and Use Committee is a federally mandated committee responsible for overseeing an institution's animal care program, procedures, and facilities to ensure the ethical and humane treatment of laboratory animals.

IRB: The Institutional Review Board is an administrative body responsible for protecting the rights, safety, and welfare of human subjects involved in research.

Mentor: A faculty or staff member hired by the University of Wisconsin-Whitewater with expertise in the area of a student's project.

Project: Any research, innovative, or creative endeavor undertaken by a student and their mentor and funded by URiCA.

URiCA: The Undergraduate Research, Innovative, and Creative Activities Program funds projects for students across all disciplines at UW-Whitewater.

Procedures

A) Eligibility

- I. Students and mentors from any discipline on campus are eligible to apply. Applications from faculty should include as much detail as possible about their project. URiCA sets no research priorities; therefore, we will consider applications from all disciplines.
- II. The Undergraduate Research, Innovative, and Creative Activities Program will allocate up to \$250 per project for research supplies and provide students with a minimum of 50 hours of work at a rate of \$15 per hour. The research supply funds can be used for research or project supplies, travel expenses, and other related costs. All Universities of Wisconsin and UW-Whitewater spending policies will be followed, and no exceptions to these rules will be allowed.

B) Timeline

- I. Application Deadline: The student deadline for applying to the program is September 15th. Mentors will have two opportunities to apply: 1) by May 15th

each academic year (these spots will be advertised at freshmen and transfer student SOAR events over the summer), and 2) September 15th each year.

- II. Notification: Students will be informed when their application is received, and an interview time will be scheduled before September 30th. Mentors will be notified within one week of their research proposal's acceptance.
- III. Award Period: The grant and expenditure periods will be during the Academic Year (October 1, to April 30), with the start date adjusted based on when the application is received. The Universities of Wisconsin and UW-Whitewater have set cutoff dates for specific purchases; these dates are strict and cannot be changed. Expenditures are only permitted for the proposed project and cannot support other projects or future mentor initiatives.

C) Application Materials

- I. Mentor applications should be formatted with single spacing, a 12-point font, and one-inch margins. They must include the following:
 - o Summary: A one-page, single-spaced overview describing the project and its significance, including any special skills the student might need to be hired as a student research assistant.

D) Apply

- I. Students: Submit your application through the online interest form posted each year with the announcement. Priority is given to students who apply by the deadline.
- II. Mentor(s): Send the completed proposal as a Word Document or PDF to URP@uww.edu with the subject line (Mentor Last Name) RAP Application
- III. URiCA staff will review the application within 48 hours and send an acknowledgment of submission. If any components are missing, you will be notified and have 48 hours (roughly 2 days) to respond by submitting a new application with the missing elements.

E) Review

- I. At least one member of the URiCA and ORSP staff will review faculty proposals and student applications, evaluate them, and match faculty proposals with student applications.

F) Award Notifications

- I. Awarded proposals will be notified to students and faculty mentors listed in the proposal within one week of accepting their research proposal.

G) Award Responsibilities

- I. All personnel involved in awarded projects must agree to the following:
 1. Before beginning work on the grant, the students and mentor must:
 - a. Attend or watch an orientation video, available with URiCA.
 - b. Complete a Responsible Conduct of Research course.
 - c. If working with human subjects, complete a training in Social, Behavioral, and Educational (SBE) Sciences.
 - d. If working with human subjects, ensure an approved protocol is on file with the Institutional Review Board (IRB).
 - e. If you're working in the biomedical field, take a Biomedical Sciences Research course.
 - f. Complete the obligation form, agree to the Seed Grant responsibilities, and supply the requested demographic data for URiCA records.
 2. Documents and Presentations
 - a. If any changes are made to the project's scope or expenditure, these changes must be submitted to URiCA in writing before the scope or budget is altered. URiCA has the right to deny any of these requests.
 - b. Personnel should notify URiCA in writing if any student enrolls in research hours (e.g., 498, 498R, 499 courses) for credit related to this project.
 - c. Respond promptly to any communications from URiCA (i.e., within two business days).
 - d. Finish an end-of-year review of your experience with URiCA.
 - e. RAP students are required to present at UWW's Spring Undergraduate Research Day in April. A mini-poster option will be offered.

H) URiCA AI Usage Policy

See UWW Policy 736: URiCA AI Usage with respect to the URiCA Apprenticeship Program.

Related Documents

Procedure History

First approved: May 14, 2026

Scheduled Review

May 2031

Contact Information

Questions regarding the interpretation of this procedure should be directed to:

John Frye

Director, URiCA Program

fryej@uww.edu

262-472-1268