

**College of Social Sciences
University of Hawai'i at Mānoa**

**2016-2017 SUPPORT FOR UNDERGRADUATE RESEARCH ASSISTANTS
Application Guidelines**

The College of Social Sciences (CSS) announces the availability of funds to provide support to CSS faculty for undergraduate research assistants. These funds are from overhead monies (RTRF) generated by extramural grants and contracts in the college's portfolio. Awards will be made to faculty members with research currently supported by extramural funding or unfunded research intended to lead toward the development of a proposal for extramural funding. Funds may be used only for the costs of salary and fringe benefits for an undergraduate research assistant. Students hired under this program must be fulltime undergraduates in good standing, majoring in the Social Sciences. This program is intended to meet two objectives: (1) to promote and facilitate high quality, extramurally-funded research by CSS faculty; and (2) to provide opportunities for undergraduate students to gain research experience and mentoring.

A subcommittee of the Social Sciences Research Council will review applications and forward their recommendations to the Director of SSRI and to the CSS Dean for approval. The selection process will be competitive. Funding is limited and it is expected that not all eligible applications will be funded. The committee may choose to award a smaller amount than that requested.

Eligibility

1. Tenured or tenure-track faculty with at least a half-time appointment in the College of Social Sciences are eligible to apply. Visiting faculty and temporary faculty are not eligible.
2. Full-time faculty members on sabbatical leave or detached service are eligible to apply, provided they are still on the University of Hawai'i at Mānoa (UHM) payroll.
3. Faculty members on leave without pay are not eligible to apply.
4. Undergraduate students are not eligible to apply.

Terms of Award

1. Total amount of funds available for awards is \$10,000 to be divided among approximately 3 to 4 awards. An application cannot exceed \$4,000.
2. It is anticipated that funds will be released in April or May 2017.
3. Funds awarded under this program must be expended within twelve months after funds have been released to the award recipient.
4. Funding may not be used for any purpose other than for salary and fringe benefits to support undergraduate students to work as research assistants for CSS faculty members.

5. Awards made through this program will be administered by the faculty member's home department.
6. Projects involving the use of human subjects must obtain UH Institutional Review Board (IRB) approval before research activities can be initiated. Projects involving the use of vertebrate animals must be approved by the UH Institutional Animal Care & Use Committee (IACUC) before research activities can be initiated.
7. Cost over-runs that exceed the approved budget will be charged to the department's overhead (or other) account.

Required Documents

1. Completed and signed application form.
2. A brief narrative describing the following:
 - a. Specific aims and significance of the proposed research
 - b. Relationship of proposed research to other work in the field and the applicant's research program
 - c. Research methods for the proposed research
 - d. A statement explaining how the Undergraduate Research Support Award will contribute to successful completion of an extramurally-supported research project, or further efforts to develop a new proposal for extramural funding.
 - e. A statement explaining how the undergraduate student(s) would enhance your ability to meet the goals of the research project, including a list of activities to be conducted by the student(s).
 - f. A statement explaining how undergraduate students have contributed to your research program in the past, if applicable.
3. The narrative is limited to **three single-spaced pages**, excluding references.
4. A job description for the undergraduate research assistant position(s).
5. FOR THOSE WHO HAVE RECEIVED CSS RESEARCH SUPPORT IN THE PAST: Include a statement describing project accomplishments, including grant proposals submitted, the resulting extramural funding, and peer-reviewed publications resulting from the support.
6. An abridged curriculum vitae which includes the following information: (i) a list of publications in the past five years; (ii) a list of extramural grants received in the past five years, including current grants, research support awards, and pending proposals. Indicate funding sources, award amounts, award period, date submitted, and the applicant's role in the grant (e.g., principal or co-investigator).

Electronic Submission

Submit all required documents together **in one PDF file** to the following email address: ssridir@hawaii.edu. Please identify your email with the following subject heading: "2016-2017 Support for Undergraduate Research Assistants Application."

Selection Criteria

See the last page of the application form for evaluation criteria.

Reporting Requirements

A written report detailing the implementation, outcome, and impact of the award must be submitted to the review committee (Attn: SSRI Associate Director) one month after the end date of the award. The report should describe how the research project was advanced due to this award and how the participating undergraduate student(s) benefited from their participation in research activities.

Application Deadline

March 6, 2017

Inquiries

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