

**Summer Undergraduate and Graduate Research Assistantships
(SUGRA)**

Award Dates:
June 1ST - August 31ST

DUE:
May 16, 2025 by 5:00 PM

PURPOSE:

The new Summer Undergraduate and Graduate Research Assistantships Grant (SUGRA) opportunity provides funding to support undergraduate or graduate student research assistants' salaries during Summer 2025. This funding is intended to support faculty-mentored student research, scholarly, or creative projects.

GENERAL:

- Grants will be awarded up to **\$4,000** to fund undergraduate or graduate **student salary and fringes** during Summer 2025.
- **All funds must be expended by August 31, 2025.** No-cost extensions are not permitted.
- Principal Investigators (PIs) will serve as faculty mentors who are responsible for hiring, supervising, and evaluating the student assistant(s).
- Proposals are reviewed and awarded by the Senate Faculty Support Committee.
- Applications should be written in **plain language** suitable for a non-specialist academic audience.
- Faculty must coordinate with the **Office of Research Pre-Award Team** prior to submission to ensure application completeness. Please contact proposals@wichita.edu to request assistance.

ELIGIBILITY:

- Faculty must be full-time tenured, tenure-track, or clinical faculty at WSU.
- Faculty must hold at least a 9- or 10-month current appointment at WSU.
- Faculty with summer teaching or administrative appointments **are eligible** but must demonstrate sufficient mentoring time.
- Each faculty member may submit only **one** SUGRA application this funding cycle.
- Faculty who have received an ARCS, URCA, or MURPA in fiscal year 2025 remain eligible for SUGRA.

SUBMISSION

- You **MUST** work with a member of the Office of Research Pre-Award Team prior to submission to ensure that the proposal is complete. Please contact proposals@wichita.edu at least two weeks prior to the submission deadline to receive proper support.
- Fully completed applications must be returned via email to proposals@wichita.edu no later than 5:00 p.m. on the due date.
- Incomplete or late applications **will not be reviewed**.

Failure to follow ALL application instructions will result in your application not being reviewed/considered for funding.

ALLOWABLE COSTS:

- Salary and fringe benefits for student research assistants.
- Student assistants may be undergraduate or graduate students enrolled at WSU during Summer 2025.
- Wages should comply with WSU student employment guidelines.
- **No other costs (e.g., supplies, travel, equipment, publication fees, indirect costs) are allowable under this grant.**

Please note: Expenses must be incurred and processed during the grant period.

CRITERIA FOR EVALUATION:

Applications will be evaluated based on the following:

- Quality and clarity of the proposed student research/creative activity.
- Defined role and meaningful involvement of the student(s) in the research/creative project.
- Feasibility of the project being completed within the funding and timeline constraints.
- A Mentorship Plan that provides a clear explanation of faculty supervision and student learning objectives.
- The impact/contribution to the student's academic/professional development and potential for scholarly dissemination (e.g., conference, publication, exhibition, performance).
- A clear, reasonable, and fully justified budget.

Priority may be given to applications that:

- Involve students in projects likely to lead to external funding or scholarly/creative output.
- Demonstrate integration of students into broader research programs.

SUGRA MATERIALS, ACKNOWLEDGEMENTS AND FINAL REPORT

- Acknowledgements: Any publication, presentation, or product supported in whole or in part by SUGRA funds should include the following statement:
"This project was supported by the Wichita State University Summer Undergraduate and Graduate Research Assistantship Grant (SUGRA 2025)."

- Final Report Requirement:
 - A brief final report (2 pages maximum) is due by October 1, 2025. You may utilize the URCA/MURPA/ARCS Final Report Template on the Office of Research webpage.
 - The report should summarize the project, student activities, outcomes, and any dissemination plans or outputs.
 - Final report submission is required for eligibility for future Office of Research awards.
 - Submit final reports electronically to proposals@wichita.edu.
 - Please include your grant number when submitting the report.

AWARDS:

- Awards are made by the Executive Vice President for Research and Industry & Defense Programs based on recommendations of the Faculty Support Committee and are subject to availability of funds.
- Awards will be announced in May.
- **Due to the nature of the funds, NO extensions will be allowed.**

WHAT TO SUBMIT

Applications should use the section headings below in the order listed and be assembled as a single document. You **must** work with a member of the Pre-Award Team prior to submission. Please contact proposals@wichita.edu at least 2 weeks PRIOR to the deadline for assistance.

Incomplete or late applications will not be reviewed.

PROJECT APPLICATION FORM

- Requires PI/faculty mentor and student(s) information.
- Requires signatures from Department Chair and Dean.
- It is the faculty member's responsibility to collect all signatures and ensure a timely submission.

PROJECT DESCRIPTION • Limited to 3 pages.

- **Abstract** (150–200 words): Non-technical summary of the student project and its goals.
- **Project Goals and Student Role(s)**: Description of the research/creative project and the specific tasks/responsibilities assigned to the student.
- **Mentorship Plan**: Description of the faculty member's plan to mentor the student (meetings, training, evaluations).
- **Timeline**: Schedule of project tasks from June 1 to August 31, 2025.

BUDGET

- Salaries and fringes for student(s) must be itemized.
- Include hourly wage, estimated number of hours, and fringe percentage.
- Budget justification should explain necessity and appropriateness of requested funds.

FACULTY CURRICULUM VITAE • Limited to 2 pages.

- Highlight mentoring experience, scholarship/creative work in the last 10 years.
- Indicate role in multi-author work where relevant.

STUDENT INFORMATION • Limited to 1 page.

- If a specific student is already identified, include information about the selected student(s), including the student's name, major, current year, GPA, and brief career goals. Faculty must ensure they have the students' written consent to include their GPA in the application.
- If student(s) are not yet identified, include a description of the intended recruitment plan and criteria.

DEMONSTRATION OF SUFFICIENT FACULTY MENTOR AVAILABILITY DURING SUMMER:

- Provide a brief outline of how the faculty mentor will allocate time to the project and support the student research/creative work during Summer 2025.