UWA | The UNIVERSITY of WEST ALABAMA

-Office of Sponsored Programs & Research-

Student Seed Grant (SSG) Guidelines
Academic Year 2025 – 2026

PROGRAM PURPOSE

The UWA Office of Sponsored Programs, Research & (OSPR) is proud to announce the ninth annual Student Seed Grant (SSG)—an exciting opportunity for undergraduate and graduate students to launch their research, creative, or scholarly projects. Designed to spark innovation and support early-stage ideas, the SSG provides small-scale funding to help students explore original concepts, gather preliminary data, or develop a proof of concept. Whether you're aiming for an honors project, a conference presentation, a publication, or future external funding, the Student Seed Grant can be your first step toward impactful academic achievement.

ELIGIBILITY AND REQUIREMENTS

Applicants must:

- Be currently enrolled as a full-time undergraduate or graduate student at the University of West Alabama during the award period.

- Have a faculty or staff mentor who will supervise the project.

- Be in good academic standing, holding an acceptable academic status, and sustaining the minimum GPA requirement.

- Submit a complete proposal by the posted deadline.

Proposals should address significant research questions that are critical to student academic success or that explore issues specific to the University of West Alabama (UWA) and its surrounding community.

All projects must be academically focused and aligned with the educational objectives of the student's curriculum.

Students selected for research awards must work under the supervision of a faculty or staff advisor within their major field of study.

The award duration period is no longer than 12 months from the official award date.

FUNDING AMOUNT & USE

- Maximum award: **$500 per project** (amount to be determined by OSPR annually).
- Funds may be used for:
    - Research materials and supplies
    - Participant incentives
    - Travel for research purposes (not for conferences unless presenting)
    - Software or subscriptions directly related to the project
    - Printing, survey costs, or archival access fees
- Funds **may not** be used for:
    - Personal expenses
    - Salaries or stipends
    - Equipment not essential to the project
    - Course-related expenses

SUBMISSION INSTRUCTIONS:

All proposals must follow standard American Psychological Association (APA) formatting guidelines and have the following labelled sections:

1. **Cover page:**
   a) Title of the project
   b) Student's name and his/her mentor (with faculty mentor title, contact information, college and/or department affiliation, and email)
   c) College
   d) Submission date

2. **Abstract:** (**1 Page limit**) A maximum of **250 words.**
   Summarize the project goal, the significance, the expected outcome (s) of the research and the justification of internal funding.

3. **Narrative: (not more than 3 pages) with a font size of 11 in Times New Roman font.**
   a) The narrative should clearly state the research question you will be studying, and be sure that it is understandable to someone who does not know much about your field of study.
   b) All projects must explain the plans, how to achieve the goals, methods, and the expected outcome.

Proposals for projects that involve research with human subjects or live vertebrate animal subjects must include a signed statement by the student's faculty advisor that the protocol has been submitted or approved by the Institutional Review Board (IRB).

4. **Budget & Budget Justification:**
   a) Requested funds (maximum $400) must support reasonable, necessary, and allocable expenses directly related to the proposed project.
   b) Allowable costs may include disposable supplies, research-related travel, photocopying, and similar expenses.
   c) All expenditures must comply with UWA's Business Office policies.

5. **Faculty/Staff Mentor Letter of Support.**

6. **Resume or CV (1 page)**

Given the diversity of the review panel, students are strongly encouraged to write their proposals for a non-expert audience. Reviewers from various UWA colleges, divisions, and units will evaluate and discuss the submissions before making funding recommendations. Final funding decisions will be made by OSPRO, which reserves the right to request budget modifications as a condition of award.

Evaluation Criteria

Applications will be reviewed by a faculty panel coordinated by the Office of Sponsored Programs using the following criteria:

- Clarity and significance of the research question or project goal
- Possibility of the methods and timeline
- Appropriateness of the budget
- Potential for academic or creative contribution
- Quality of writing
- Mentor support

Expectations of Awardees

- Submit a short **final report** and **budget reconciliation** within 30 days of project completion.
- Acknowledge the support of the Office of Sponsored Programs in all presentations or publications.
- As a condition of the award, recipients are required to present their research in the form of a poster
- at the Academic Research Conference (ARC March 2026), and a short final report at the end of the project timeline, sent to hhassan@uwa.edu.
- Present at a campus-wide research event (e.g., Research Day, poster symposium).