

## *The Corridor Undergraduate Research Initiative*

**the  
florida  
high tech  
corridor**



**undergraduate research initiative**

The Florida High Tech Corridor and USF Research & Innovation Undergraduate Research Initiative is designed to support meaningful research experiences for our Undergraduate students. Through this program, each USF College may request **\$10,000** (total for 2024-2025 school year) from the Florida High Tech Corridor to provide new and expanded research opportunities for Undergraduate students and to fuel future innovations.

This program is intentionally flexible to allow each College to design a program that best serves participating students and existing administrative structures. Possible structures include, but are not limited to:

- Launching an Undergraduate Research Scholarship fund focused on community-engaged research
- Launching a paid summer research experience opportunity for USF students – similar to the NSF’s REU program
- Expanding the College’s existing Undergraduate Research support programs to support more students
- Piloting new models for expanding student participation in Undergraduate research opportunities
- Allowing Colleges without an Undergraduate student population to engage students from across the University in faculty research opportunities

**NEW THIS YEAR:** Colleges may request an **additional \$5,000 stipend** to support one faculty member as the **College’s Director of Undergraduate Research**, to administer the Corridor-funded program and to liaise with the Office of Research and Innovation. The stipend aims to recognize and compensate for the significant time and effort required for these roles, ensuring effective coordination and enhanced support for undergraduate research initiatives. Responsibilities include:

- Oversee the planning, implementation, and monitoring of the Corridor-funded Undergraduate Research Initiative.
- Serve as the primary point of contact between the College and the Office of Research and Innovation
- Represent the College on USFRI Undergraduate Research Council. This group will meet four times per year to provide advice and guidance on how USFRI can best support Undergraduate Research USF-wide, identify any gaps and/or pain points and collaborate on effective solutions, share best and promising practices from your College in an effort to replicate successful models across the University.

### **Key Considerations:**

- Funds will be provided as a lump sum to the College to administer to students and the faculty member according to the approved proposal.

- Funds can be awarded to students as tuition waiver, stipend or hourly payment based on the discretion of the College and/or preference of the participating student.
- Funds must support **USF** undergraduate students. REU students from other universities are not eligible for support.
- Funds must be expended by the end of summer session 2025. It is anticipated that students will be supported during the spring and/or summer terms. *If you would like to request an alternate schedule, please discuss with Corridor program staff.*
- Final reports for previously funded URI initiatives must be received and approved by Corridor program staff before additional funds are awarded.

**Key Dates:** To request these funds, Colleges are asked to submit a proposal via email to [rsch-fhtcorridor@usf.edu](mailto:rsch-fhtcorridor@usf.edu) by **5pm on Friday, October 25, 2024**. Awards will be made within four weeks of the proposal deadline.

### **Proposal Format & Required Information**

The review committee expects to notify applicants of the funding decision within six weeks of the due date. The proposal should include the following information:

**Undergraduate Research Proposal** (PDF, no more than two pages, double spaced, 11 pt font.)

- **Program Period**
- **Program Title**
- **Request Amount:**
- **Program Design:** Please outline the structure of the College's proposed program. How will funds be administered to students? How will the program be marketed and how will participating students be selected? What types of experiences will students engage in? How will students be mentored and advised by faculty?
  - *If the initiative was previously funded, please highlight any specific changes to the program in the new year. Previous final reports will be included as part of the proposal review package, but please indicate any key lessons learned in the new proposals.*
- **Historic Numbers:** Approximately how many students annually participate in Undergraduate Research in the College? How many of these students receive compensation or support from the College? What is the average level and structure of compensation?
- **Proposed Numbers:** How many additional students do you plan to support with these funds? How much funding will each student receive and in what form (stipend, salary, hybrid)?
- **College Programmatic Point of Contact:** Responsible for programmatic administration
- **College Fiscal Point of Contact:** Responsible for financial administration
- **Proposals must be signed by the Dean of the College**

When composing your plan, please consider the Corridor's strategic pillars. Proposals that reflect these pillars will be viewed most favorably.

- **Boundary-Breaking Collaboration:** Capitalize on every opportunity to reach beyond the invisible boundaries that too often impede progress and actively facilitate collaboration between unlikely partners.

- **Intentional Inclusivity:** Expand access to resources for people and geographies that have historically been underrepresented in Florida’s high-tech economy.
- **Community-Driven Innovation:** Support a bottom-up approach to innovation that begins with listening and learning and engages community members in the process of economic development.

**NEW THIS YEAR:** Director of Undergraduate Research Stipend Request (PDF, no more than one page, double spaced, 11 pt font.)

- **Name & Title**
- **Experience:** Please summarize your experience working with Undergraduate Student researchers, managing and implementing student programs, and your leadership within the College and/or across USF.
- **Certification Statement:** Please include the following statement at the bottom of the proposal.
  - *If funded, I am committed to overseeing the planning, implementation, and monitoring of the funded Undergraduate Research Initiative; to serve as the primary point of contact between the College and the Office of Research and Innovation; and to represent the College on USFRI Undergraduate Research Council.*
- Attach your current CV (not counted towards in page limits)
- **Proposals must be signed by the named faculty member**
- **Proposals must be signed by the Dean of the College**

NOTE: If a College is submitting for both the Undergraduate Student Support and Faculty Stipend, please receive the Dean’s signature on both proposals.

### Reporting Requirements:

Colleges are required to publicize funded opportunities with the [USF’s Undergraduate Research Portal](#) and encourage students to participate in Undergraduate Research Symposium(s).

To capture impact and ensure that funds are spent in full towards the intended purpose, Colleges are required to submit a final report at the close of the summer semester. Templates will be provided and will request the information outlined below. Additional follow-on reports may also be requested to capture the long-term impacts of this support.

- Summary of the program’s successes, challenges, and lessons learned. (Max 1-page)
  - This information will help to refine and improve the program’s efforts going forward, as well as identify best practices that can be shared among the participating Colleges.
- Reconciliation of funds expended
- Number of students supported
  - Names, Dept, Year, Demographic Data
  - Indicate which students participated in the Undergraduate Research Showcase(s)
- Amount of support received per student
- Contact information for participating students
- Written testimonial from each student at the end of the engagement (max 250 words)
  - What did this experience mean to you?

- If any, what was the outcome of this research? i.e. conference participation, publication, future scholarship, etc. Please provide supporting links, if available.
  - How did it help you understand or prepare for your future after graduation?
  - Does the Corridor and/or USF Research & Innovation have permission to include your response (in whole or part) in future marketing or social media efforts (i.e. blog post, social media post, e-newsletter, etc.)? [ Yes | No ]
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