



Request for Applications

Student Research Support Initiative

Academic Year 2024-25

I. Program Description:

The College of Health Professions and Sciences' Student Research Support Initiative aims to assist faculty in advancing our college's research mission. In line with CHPS Strategic Plan Goal 1, the CHPS Office of Research and Research Council are committed to supporting and incentivizing CHPS researchers to be successful in securing research funding and in disseminating research results, while also providing educational opportunities for students in the conduct of research. To that end, CHPS will sponsor an internal request for faculty applications for student research support during Academic Year 2024-25.

- Maximum Award Value:
 - \$3,000
 - Suggested Work Schedules: 8 hours per week x approximately 20 weeks for graduate students, 10 hours per week x approximately 19 weeks for undergraduate students)
- Possible Employment Dates / Required Expenditure Period:
 - Fall 2024 &/or Spring 2025
- Supported Wages:
 - \$18/Hour + Fringe for Graduate Students
 - \$15/Hour + Fringe for Undergraduate Students
 - Note: Funds are to be used for student salary + fringe support only; no other project expenses are allowable.

II. Application Procedures

Applications will be accepted on a rolling basis to begin the academic year. Submissions are encouraged in July and early August to ensure timely start dates for student employees intended to work Fall 2024. Any necessary changes in the application period will be noticed

III. Eligibility & Priority Considerations:

All full-time CHPS faculty members with a minimum of 0.20 FTE Research Assignment (on average annually) are eligible to apply for this student support initiative in light of research requirements to earn Promotion &/or Tenure.

Priority will be given to applications meeting one or more of the following priority criteria:

1. Faculty members who are either:
 - a. Assistant Professors who did not have student support funding included in their start-up packages or have already expended all student support funding included in their start-up packages (in light of high-stakes research requirements), or
 - b. Associate Professors with intention of applying for consideration for promotion to Professor in the future (in light of limited access to other internal research supports akin to start-up packages for Assistant Professors).
2. Faculty members with one or more of the following:
 - a. A specified in-progress research project for which the proposed student will immediately begin data collection or analyses with defined deliverables to be completed by the end of the funding period.
 - b. A specified completed research project for which the hired student will immediately assist in manuscript preparation with a high-impact journal manuscript submission deliverable by the end of the funding period.
 - c. A specified external funding opportunity for which the hired student will immediately assist in grant proposal development with a grant proposal submission deliverable by the end of the funding period or shortly thereafter.
3. Faculty members proposing to have students complete project activities/deliverables which will yield products with close connection to advancing the faculty member's overall program of research.
4. Faculty members seeking to hire CHPS graduate students to complete assigned activities and who include clear descriptions of student employment benefits; hired students must be enrolled and in good academic standing for the duration of the requested award period (i.e., recent graduates cannot be funded through this mechanism).
5. Faculty members who have not previously received funding through the CHPS Student Support Initiative.

IV. Program / Funding Requirements:

If selected, faculty are required to do the following to fulfil the grant terms:

- Recipients must accept the award and work with CHPS Office of Research Contract & Grant personnel on hiring procedures as soon as practicable upon notification of award.
- Recipients must identify student employment end dates in December or May 2024 to ensure funds are spent during this academic and fiscal year.
 - Students must be paid according to the above-specified rates and funding caps.
 - Retroactive charges are not permitted and extension of the funding period due to extenuating circumstances must be pre-approved by CHPS Associate Dean for Research.
- If circumstances change and a faculty member decides not to accept an offered award or must discontinue the award during the period of performance, contact Mallory Pigmon.
- Recipient must complete and submit a brief report to summarize work completed and deliverable achievement to Mallory Pigmon by August 2025. A report template will be provided.

V. Application & Review Procedures

Complete the following Qualtrics Application by the deadline:

https://ucf.qualtrics.com/jfe/form/SV_9Zg942ruY0Zk5xk

Members of the CHPS Office of Research and/or members of the CHPS Research Council will review proposal submissions for funding recommendation. The Associate Dean of Research and/or the Dean of the College of Health Professions and Sciences will approve funding.

Questions can be directed to Mallory Pigmon at (Mallory.Pigmon@ucf.edu) or 407-823-5318

Please Note: There are other types of student support options at UCF, including the following:

- [Home - Academic Advancement Programs \(ucf.edu\)](#)
- <https://www.ucf.edu/financial-aid/types/federal-work-study/>
- <https://www.ucf.edu/financial-aid/types/grants/federal-pell/>