

**BYLAWS OF THE
UNDERGRADUATE RESEARCH COMMITTEE
IDAHO STATE UNIVERSITY**

The primary purpose of the Undergraduate Research Committee (hereinafter referred to as the committee) is to promote research, scholarly, and creative activity of undergraduate students at Idaho State University. The committee will allocate such state and other funds as it has at its disposal to eligible individual undergraduate students and their faculty mentors for research, scholarly, and creative activities as categorized and explained below. These funds will also be used to support activities, such as the Undergraduate Research Symposium, which will improve the undergraduate research atmosphere at Idaho State University.

ARTICLE I - MEMBERSHIP

Section 1. Standing Membership

The committee will be composed of thirteen members, whose method of selection and terms of service are described below.

Ten of the members will be faculty elected by majority vote and secret ballot on a representational basis by the faculty of the following units:

- College of Business
- College of Education
- College of Engineering
- Kasiska College of Health Professions
- College of Pharmacy
- College of Arts and Sciences: Biological Sciences
- College of Arts and Sciences: Physical Sciences
- College of Arts and Sciences: Social Sciences
- College of Arts and Sciences: Fine Arts & Humanities
- College of Technology

Each unit will be entitled to one representative to the committee.

The term of membership for elected members (faculty) will be three years in staggered replacement. Elected members will commence service on the committee in the Fall term immediately following their election. The term of membership for the undergraduate representatives from ASISU will be one year, with service to commence in the Fall immediately following their appointment and other undergraduate representatives' term will be one semester.

The remaining three members will be undergraduate students. One will be selected by the ASISU Student Senate. The selection of the two remaining students will be by committee members on a rotating basis with one student selected from group one and one student from group two per semester in order listed below:

Group 1

College of Business
College of Education
College of Arts and Sciences: Social Sciences
College of Arts and Sciences: Fine Arts & Humanities
College of Technology

Group 2

College of Engineering
Kasiska College of Health Professions
College of Pharmacy
College of Arts and Sciences: Biological Sciences
College of Arts and Sciences: Physical Sciences

Students planning to submit a proposal cannot serve on the committee and must resign from the committee. The Office of Research representative will serve as a permanent non-voting committee member.

Section 2. Selection of Members

Elected Members. Each of the ten faculty members of the committee will be elected by majority vote of the faculty in the unit he/she represents. The election will be conducted by each academic unit following their procedure.

In the Spring, pending the retirement of a member of the committee, the secretary will send a written notice to the dean of the appropriate college. This notice will inform the relevant dean of the impending vacancy on the committee, list the requirements for membership on the committee, and ask for a representative from the units to fill the vacancy. After the election, the dean will provide the name of the new representative to the Office of Research.

Appointed Members. The ASISU Student Senate representative will be appointed by the ASISU Student Senate. The Chair of the committee must be notified of the appointment by September 1. Following completion of all appointments and re-appointments, the Office of Research will notify all appropriate Deans and Department Chairs.

Section 3. Resignation of Members

In the event that a faculty member resigns from the committee or takes leave from the University, the Chair of the committee, or in his/her absence, the vice-Chair, will request the appropriate dean to appoint an eligible person to serve for the remainder of the academic year. A spring election will be held to fill the remainder of the term with the interim representative being eligible to run for the seat.

Should a student member resign from the committee, the Chair will request the appropriate unit representative or the ASISU Student Senate to appoint an eligible person to represent that unit. Should a nonvoting member resign from the committee or take leave from the University, the Office of Research will appoint a replacement from the appropriate University Office.

Section 4. Ethics

Members on the committee are expected to represent the highest values of ethical and professional standards. Members are further expected to represent the interests of undergraduate researchers in their unit and to cooperate in meeting the goals of the committee.

Section 5. Removal of Members

Members may be removed from the committee by a vote of at least two thirds of the voting members obtained by secret ballot. The Chair of the committee will send a confidential letter to the appropriate Deans explaining the reason(s) for removal of a member. An appeal may be made to the Vice President for Research. Replacement for members removed by the committee shall be secured as outlined in Article 1, Section 3.

Section 6. Duties of Members

Members of the committee shall participate in all of its activities. Specifically, committee members shall:

1. Attend committee meetings regularly and inform the Chair of any expected absences from committee meetings.
2. Familiarize themselves with the unit they represent.
3. Where applicable and appropriate, solicit and represent the views of the unit from which they are selected.
4. Inform the unit they represent of relevant actions taken or anticipated by the committee.
5. Provide advice concerning the preparation of proposals to potential applicants for research funds distributed by the committee.
6. Conscientiously and justly review and evaluate all research proposals submitted to the committee.
7. Aid in drafting written critiques of proposals rejected or not fully funded by the committee, if so requested by the Chair or vice-Chair.
8. Aid in all the facets of the planning and execution of the Undergraduate Research Symposium.

ARTICLE II - GOVERNMENT AND OFFICERS

Section 1. Meetings and Quorum

The committee will meet at least three times each semester to consider proposals or conduct business. A majority of members (seven) needs to be present to constitute a quorum. Members may vote by proxy or send a proxy representative to any meeting. The Chair, elected from the voting membership, may exercise his/her right to vote at his/her discretion. Meetings will be conducted under *Robert's Rules of Order*, Newly Revised.

Section 2. Officers, Terms of Office, and Election to Office

The officers of the committee shall consist of a Chair and a vice-Chair who shall have full powers to carry out the actions of the committee. Officers must be faculty members. Officers will serve one-year terms. The vice-Chair will be selected from the eligible membership of the committee in the spring term prior to taking office in the fall semester. The Chair will be succeeded by the previous year's vice-Chair. Elections will be by majority vote of the entire membership of the committee. In the event that officer resigns before the end of his/her term, the entire committee will elect a successor to serve the balance of the unexpired term as specified above. Officers may be removed from office by two-thirds vote of the voting membership of the committee.

Section 3. Office of Research Responsibilities

1. After approval by Chair, issue the Calls for Proposals,
2. Collect and distribute grant proposals to each committee member,
3. The secretary from the Office of Research will maintain a file of all grant proposals submitted to the committee, actions on these proposals, minutes of committee meetings, and all correspondence,
4. Notify in writing all persons submitting grant proposals of the actions of the committee with signature of chair or vice-chair,
5. Send reminders to persons receiving grant support of the due dates for abstracts, reports, and special documents,
6. Assign an ad seriatim number to funded proposals and notify grant recipient(s) of this number for use in correspondence and resulting publications as specified in Article V, Section 3, below,
7. Prepare and submit to the President of Idaho State University an annual report which details:
 - a. The total number of funds available to the committee annually,
 - b. The total number of proposals received by the committee and the total amount of funds requested annually,
 - c. The total number of proposals funded by the committee and the total amount of funds awarded,
 - d. The project titles, amount of individual awards, and the names and departments and colleges of grant recipients,
 - e. Abstracts of all reports received by the committee,
 - f. The total number of participants in the Undergraduate Research Symposium, and
 - g. Significant actions taken or anticipated by the committee,
8. Maintain files of abstracts and reports received subsequent to funding of proposals and correspondence,
9. File completed reports in the Eli Oboler Library Archives,
10. Collect and distribute application materials for the Undergraduate Research Symposium
11. Track proposal information including: Student name, proposal title, type of proposal, semester submitted duration of funding, committee action, date and type of changes or extensions, attendance of internal grant seminar, and date final report is received.

Section 4. The Duties of the Chair

The Chair, or in his/her absence, the vice-Chair shall:

1. Preside at all meetings,
2. Sign all documents or correspondence pertaining to the actions of the committee,
3. Issue the Calls for Proposals to be received by the committee,
4. Take action of all initial requests received from grant recipients for extensions of time or funding periods,
5. Serve as the committee representative to the Research Coordinating Council,
6. Oversee the organization of the Undergraduate Research Symposium and delegate responsibilities necessary to ensure a properly functioning symposium,
7. Be the ISU institutional representative to the Council on Undergraduate Research (CUR). The membership dues for CUR will be funded by the Office of Research.

Section 5. Duties of the Vice-Chair

The vice-Chair will:

1. Temporarily perform the duties of the Chair in the event of the latter's absence, inability to act, or resignation prior to election of a successor, and
2. Sign written evaluations of proposals partially funded or rejected by the committee.

ARTICLE III - PURPOSE OF THE COMMITTEE

Section 1. Mission.

To promote research, scholarly, and creative activity of undergraduate students at ISU and to increase ISU's regional and national recognition as an institution that encourages and supports undergraduate research. This will be done by financially supporting undergraduate researchers and by providing opportunities for them to present their results.

Section 2. Funded Activities.

The following activities will be funded by the committee:

1. Research Project Funding. Funds will provide compensation to undergraduates for research activities and for reimbursement of associated expenditures.
2. Travel Awards. Awards will provide for the presentation of undergraduate academic research.
3. Undergraduate Research Symposium. Funds will provide for an all-campus symposium held at Idaho State University each spring for undergraduates to present their results or works.

ARTICLE IV - GRANT PROCUREMENT

Section 1. Definition of Research

In accord with its purpose and with the procedures and conditions described below, the committee allocates monies to eligible persons within the University for the purpose of conducting research. As defined by the committee, research is any activity of an intellectual or professional nature which extends knowledge, understanding, and appreciation, or facilitates the extension of knowledge, or contributes something of scholarly value. This definition is understood to include those activities which involve, or are preparatory to, the production of creative works. On the other hand, the definition is meant to exclude projects which aim primarily at the development of courses, curricula, or instructional materials.

Section 2. Eligibility

Any undergraduate in good academic standing with at least half-time status and who is sponsored by a faculty member may apply for grant funds administered by the committee. To receive funds from the UgRC, student award recipients must be enrolled at ISU during the period when the award will be expended. If an eligible student applies for funds, receives an award, then leaves ISU before the award's start date, he/she will be required to reject the award. If the recipient leaves ISU after an award is made, any unspent funds must be immediately returned to the Undergraduate Research Committee. The student recipient is responsible to notify the committee that he/she is leaving ISU and provide an approximate date when enrollment at ISU will end. Funds spent after that date will not be paid by the grant. Funds are not transferable to another university or a new project director.

Section 3. Definition of Funding Categories.

Undergraduate Research Awards. Grants are awarded in competition for research to be conducted or directed by eligible persons. The research should have potential for publication, production, or presentation.

- a. These awards are not stipends but a competitively awarded financial compensation to undergraduate students for their work. Grant recipients may not use the money to compensate themselves for credit earning course work or independent studies. Awards may be for one semester, two semesters, or the summer. Academic year awards may be for up to half-time work (20 hours per week) paid at hourly wages. (Check Guidelines for rate.)
- b. Some monies will be made available to support expenditures associated with projects funded by undergraduate research awards. These funds are intended to be used for expendable supplies, databases, computer time, or other expenditures associated with the research project.

Travel Awards. Awards may cover travel, lodging, registration, and meals associated with the presentation of results or works.

Section 4. Submission Procedure

Guidelines for the Preparation of Proposals. The committee will establish a common format for proposals in the categories described above, and dates for the submission of such proposals. These will be published in the committee's *Undergraduate Research Committee Guidelines for the Preparation of Proposals and Responsibilities of Grant Recipients* (hereinafter referred to as the Guidelines). The committee will periodically review these Guidelines and by majority vote may change any part thereof. Such changes will be publicly announced and made available to the faculty and students upon approval by the committee.

Format for Proposals. The committee will consider only those proposals that conform to the format outlined in the Guidelines effective on the date of application. Should an applicant need to deviate from the specified format, a written statement describing the extent of the deviation and giving the reasons for it must accompany the proposal along with the approval.

Regulatory Committee Approval. All research proposals involving controlled substances, radioactive materials, human beings, or animals must be cleared with the appropriate University committee(s) before a proposal is considered in order to assure compliance with existing regulations. Letters of such clearance(s) and approval(s) or a letter from the applicant's advisor stating that no such approval is required must be included with the proposal. In addition, projects involving the used of controlled substances must be co-sponsored by a permanent faculty member who is properly licensed by the appropriate State/Federal agencies and the necessary license information and/or identification must be noted on the proposal copies.

Submission Dates for Proposals. The committee will receive proposals for undergraduate research awards twice annually, once in the Fall and once in the Spring. Proposals submitted for funds must be received by the time and dates specified in the Guidelines effective on the date of application, or in the committee's most recent call for proposals notice. Travel award proposals may be submitted at any time.

ARTICLE V- DECISION PROCESS FOR PROPOSALS

Section 1. Proposal Review and Evaluation

The committee will review and evaluate all research proposals it receives (by the due date) in a minimum of two meetings. The Office of Research will determine whether each proposal meets the published guidelines. Only those proposals that meet the guidelines will be considered for funding by the committee. Any proposals which fail to conform to the requirements specified in the guidelines or that do not fall within the committee's definition of research and the funding categories named above will be rejected. The remaining proposals then will be considered individually for approval of funding. In the review and evaluation, the committee will abide by the criteria published in the Guidelines in effect on the date of application.

One week prior to the first meeting, the Office of Research will supply each member of the committee with one copy of each proposal submitted for initial reading and review. Using the current committee Evaluation Form, each member of the committee will assign tentative points, on a 5-point scale from 1 (very poor) to 5 (very good), to each of the following major criteria: (1) Presentation of the problem, (2) Importance of the project and its relation to the general field, and (3) Specification of procedures sufficient to make the project clearly understandable and defensible.

First Meeting. At the first meeting to review proposals, the Chair will instruct the committee members concerning the eligibility of each applicant (questions concerning eligibility may be raised also at this time by committee members). The committee then will discuss and eliminate any proposals that do not fall within the committee's definition of research and the funding categories described above.

Following the above discussion, the committee will consider the merits of each qualifying proposal eligible for review in the order in which they were received. The purpose of the first session is to help committee members gain information that will enable them to reach an informed judgment about the quality of each proposal. Members should focus on asking questions that will enable them to gain additional information about specific aspects of each proposal.

Faculty committee members who are representatives of the field or academic unit from which a proposal was submitted may provide information to answer the questions raised about a proposal. If the committee desires further information or clarification of any proposal, the faculty field representative on the committee will record the questions to which clarifying information is sought, and discuss these with the proposal authors before the second meeting of the committee. In the event that the faculty field representative is not present, the Chair will act as temporary faculty field representative for that proposal and forward all questions to the proposal authors. The proposal authors will have one week to respond to these questions verbally or in writing, and the information or clarification will be presented at the subsequent meeting by the faculty field representative.

Questions regarding budget items may be raised by committee members, and the committee will consider whether adequate justification has been supplied for each budget item. At the discretion of the committee, additional information on the budget also may be sought from the proposal authors. The committee has the right to reduce or deny budget items based on justification (by a simple majority of the quorum of voting members).

Second Meeting. At the second meeting of the committee (usually one week later), the proposals will be reviewed once again and the questions reexamined in the light of responses that may have been supplied by the authors. After a full discussion of the proposals, each committee member will make a

final assignment of points based on the criteria specified above. The total points (maximum of 15) assigned to each proposal by each voting member of the committee will be submitted to the Chair. The Chair and one assistant will tally the points assigned to each proposal, and then compute an average score for each proposal.

The proposals then will be placed in rank order according to the average score. This activity may take place at a third meeting of the committee if another meeting is required to complete the evaluations. All proposals will be funded in order of rank, starting with the highest average score, until the allocated funds for that category have been distributed. A cut-off score will be used by the committee.

In the event that a committee member is a faculty supervisor for a proposal under review, he/she will represent the proposal in the same way he/she would represent any other proposal submitted from his/her field but will abstain from any vote concerning approval or funding of the proposal.

Section 2. Decision Review

Any applicant who fails to receive funding may request a written evaluation of the proposal or a statement of the reasons for its rejection by the committee.

Section 3. Reconsideration and Resubmission of Proposals

Except in the case of a clerical error, the committee's decision to approve, reject, or not to fund any proposal will be considered final, and no proposal will be reconsidered by the committee. However, any proposal that is rejected or not funded may be resubmitted under any subsequent Call for Proposals that the committee issues. Applicants whose proposals are rejected or not funded may wish to request a decision review in accord with Article V, Section 2, above.

Section 4. Guidelines for distribution of travel awards

Travel awards will be distributed from July 1 through March 30 by the Office of Research following the guidelines set by the Undergraduate Research Committee. Any undergraduate student enrolled full-time (at least 12 credits) at Idaho State University who would like to apply for a travel award must submit a Travel Proposal to the Office of Research with the appropriate support documents. For summer awards, the student must be enrolled at ISU as a full-time student for fall semester. The travel proposal must be submitted and approved prior to travel for an award grant. The maximum award will be \$300 per application. The awards will be distributed on a first come first serve basis so if all monies have been awarded students would need to seek other sources of support. If all monies have not been awarded by the March 30 deadline, the remaining monies will be distributed to spring student research proposals. Each spring the UgRC will allocate a portion of the next year's overall funding to travel. Travel award monies will be equally distributed across 4 quarters beginning July 1 of each year. Travel award budget is the lesser of either 10% of available funds or \$2000.

- 1) Student must be presenting his/her own research in a poster session or oral presentation.
- 2) First author will receive a maximum of \$300; second author will receive a maximum of \$100.
- 3) Student must show proof of acceptance of presentation.
- 4) The award will not exceed half of the entire necessary budget for the travel.

- 5) Awards for in-state conferences will be a maximum of \$175 for a first author and maximum of \$75 for a second author.
- 6) Only two students may receive travel awards per conference with first authors receiving preference.
- 7) Submissions must adhere to UgRC guidelines for travel award proposals.
- 8) One travel award will be funded per fiscal year per person.

ARTICLE VI - RESPONSIBILITIES OF GRANT RECIPIENTS

Section 1. Reports.

Final Reports. All grant recipients are required to submit a final report not later than 60 days after the termination date of a grant. This written report should document the findings or results of funded research and must be submitted to the Office of Research, unless an extension of time has been granted (see below). See the Guidelines for the final report format.

Requests for Time Extension. Should it appear that a funded project will not be completed by the termination date of the grant and provided the student eligibility is met, the grant recipient(s) must submit a written request for an extension of time. This request must be submitted 30 days before the termination date of the grant and should include: (1) a report as described above, (2) a brief description of the work yet to be completed, (3) a statement of the reasons for non-completion of the project or final report, (4) an indication as to whether the request is for an extension of the expenditure period of the grant or a request for additional time to complete the final report, and (5) a statement of a new projected completion date.

Initial requests for an extension normally will be approved or denied by the Chair of the committee. Subsequent requests for extensions will be approved only by a two-thirds vote of the committee. No funds may be expended after the termination date of a grant unless a request for an extension of the funding period has been submitted and approved.

Section 2. Major Changes in Funded Projects

Grant recipients are required to inform the current committee Chair of any major changes in projects funded by the committee. Accordingly, recipients must notify and request approval from the committee for any changes in the research topic and any significant (over 15%) budgetary shifts. In the event a student or faculty member needs to be replaced, the Chair has the authority to approve the replacement. All funds not expended by the expiration date of a grant (or extension period) are no longer available for the project.

Section 3. Publications

Any publication arising from research conducted with funds awarded by the committee shall carry the following acknowledgement:

"This research was (partially) supported by Grant No. X-X from the Undergraduate Research Committee, Idaho State University, Pocatello, Idaho."

In addition, grant recipients are required to submit to the committee Chair one copy of any publication

resulting from research funded by the committee.

Section 4. Other Responsibilities

Additional responsibilities of grant recipients may be pertinent depending on the nature of the funded project. A list of such responsibilities is contained in the committee's Guidelines.

Section 5. Ethics

Grant recipients are expected to represent the highest values of ethical and professional standards. In the case of conviction of research fraud, the grant recipient is required to reimburse all funding provided by the Undergraduate Research Committee for that research up to the full amount.

ARTICLE VII - DECISION PROCESS FOR SYMPOSIUM PARTICIPATION

Section 1. Eligibility

Any undergraduate student who has performed work of sufficient rigor in his/her field is eligible to apply for participation in the symposium. Applicants must provide an abstract or a description of the work to be presented and a letter of support by a faculty sponsor familiar with the work. Any graduate student who started a project as an undergraduate while at ISU may present results from his/ her undergraduate research.

Section 2. Guidelines for Presentations

Any undergraduate activity meeting the definition of research in Article IV, Section 1 will be allowed for presentation. Details on the types, methods, modes, or presentation are described in the Undergraduate Research Committee Guidelines for Symposium Presentations and Responsibilities of Presenters (hereinafter referred to as the Guidelines for Symposium Presentations).

Section 3. Decision Process for Presentations.

An abstract or description of work to be presented and a letter of support by a faculty sponsor must be submitted by the date specified in the Guidelines for Symposium Presentations effective on the date of application. Chair and Vice Chair of the UgRC will make a decision on the appropriateness of the work for presentation in the Undergraduate Research Symposium. Should more than eight oral presentation proposals be submitted, request for further information/material will be required. All decisions will be final.

Section 4. Responsibilities of Presenters

Students must abide by the standards for presentation found in the Guidelines for Symposium Presentations.

ARTICLE VIII - AMENDMENTS TO THE BYLAWS

Section 1. Procedure

These bylaws may be amended by a majority of the total voting members of the committee. Proposed amendments must be submitted to all members of the committee at least one week prior to any such vote.

Section 2. Amendment Proposal

A proposed amendment may be presented by any member of the committee, and it must be presented in writing to the Chair of the committee.