

Drake University College of Pharmacy & Health Sciences Harris Endowment Student Research Guidelines

Through the generosity of Jan Harris PH'63, the Harris Research Endowment was established to support research and scholarship in the College of Pharmacy and Health Sciences. These are the guidelines for funding both undergraduate (e.g., Health Sciences) and professional (e.g., Pharmacy, Occupational Therapy, Athletic Training) student research endeavors within the College of Pharmacy and Health Sciences (CPHS).

The Harris Student Research program provides \$5,000 of annual research funding for students. Students may apply for funding to support an original research project of their choosing, with mentorship from a CPHS faculty member. The goal is advance the professional development of the student in research and scholarship.

As a minimum requirement for eligibility, the student must be enrolled and be in good standing the College of Pharmacy & Health Sciences. Because of the intended scope and quality of projects funded by these Harris endowed funds, students must identify a willing faculty mentor to assist in the planning, budgeting, and execution of the research project throughout its duration.

These funds are intended to be used for an original research project by the student and cannot be used to supplement the faculty mentor's ongoing research project. However, faculty often encounter new ideas, questions, or additional aims during their research. Students may write and submit a new application based on these aims, provided the faculty mentor is not already pursuing them using their own research funding.

Submission deadline: October 1. Applicants must submit their application to the faculty mentor's department chair prior to this deadline. Priority will be given to applications received by the deadline; however, applications received after the stated deadline may be considered dependent on availability of funding.

Criteria and Evaluation

1. The research or scholarship to be undertaken must be of significant scholarly merit with the expectation that the work will culminate in a publication or public presentation by the student.
2. Major consideration for funding will be in the quality of the student's proposed project and value to the student's professional development.
3. Priority will be given to applications received by the deadline. However, applications received after the stated deadline will be considered dependent on availability of funding.
4. Priority will be given to applications that can be completed within one fiscal year. Applications for two-year funding will be considered if the project is of substantial scale or would significantly advance a strategic priority for the student, College

- and/or University. The second year of funding will undergo competitive renewal process and will be dependent on adequate progress in year one and on availability of funds. Receipt of year one funding does not imply obligation for future funding. The student, with guidance from their faculty mentor, will submit a request for additional funding.
5. A maximum amount of funding has not been established. Requests for funding greater than \$1,000 must demonstrate a higher level of strategic alignment, productivity and visibility to justify a higher award amount.
 6. Applicants must agree to comply with the obligations of funding outlined below:
 - a. All research must be compliant with regulations and laws governing human or animal research, including IRB or IACUC approval, respectively.
 - b. All expenditures must conform to the University accounting guidelines and be completed by published deadlines.
 - c. Results of research funded must be presented through a poster presentation at a professional meeting, presentation at a college faculty meeting, and/or submitted for publication in a journal.
 - e. Sponsorship of the research by the Drake College of Pharmacy and Health Sciences Harris Research Endowment must be acknowledged in any reports, publications or presentations of the research. A report of the findings of the research must be submitted within 60 days following the timeline designated for completion of the research. A copy of any presentation or publication of the research will be provided to the Dean for documentation related to the disbursement of the Harris Student Research Funds.

Application Procedures

Applications will be submitted to the faculty mentor's department chair and must include the following:

1. A completed CPHS Harris Application Cover sheet.
2. A project description outlining the research and/or scholarship project to be supported and other assurances; limited to <5 pages. See template below.
3. A completed budget checklist page. See template below.

I. Grant cover sheet:

Date of Submission: _____

Applicant Name: _____

Faculty Mentor: _____

Department of Mentor: _____

Project Title: _____

Total Funding Amount Requested: _____

II. Project Description:

1. Narrative (< 5 pages):

- a. Introduction and significance/rationale for the project
- b. Specific aim(s) and expected outcomes of the project
- c. A description of methodologies (include preliminary data, if applicable)

2. A timeline for the project:

- a. Generally, work must be completed by May 1 of the funding fiscal year.
- b. Include a plan for securing Institutional Review Board or Institutional Animal Care and Use Committee approval for the project, if applicable.

3. Provide an overview of how the project will advance the professional development of the student in research and scholarship.

4. Budget (see budget checklist page below)

Budget Checklist

Please use this checklist as a guide to budgeting your proposed development project.

| | |
|---|-------|
| Travel expenses: (\$500 max) | _____ |
| Airline tickets, taxicabs, train fare, personal auto | _____ |
| Food and incidentals (use approved <i>per diem</i> amounts) | _____ |
| Conference registration/fees | _____ |
| Lodging | _____ |
| Personnel expenses: | _____ |
| Consultant fees | _____ |
| Reimbursement of research subjects | _____ |
| Other Assistance (e.g., contracted services) | _____ |
| Animal care expenses: | _____ |
| a. Procurement: | _____ |
| b. Per diem (2.5% of budget): | _____ |
| Laboratory reagents/supplies (itemize major items): | _____ |
| a. | _____ |
| b. | _____ |
| c. | _____ |
| d. | _____ |
| e. | _____ |
| Equipment (including books, hardware, and software) | _____ |
| Printing | _____ |
| Postage | _____ |
| Long-Distance Telephone | _____ |
| Fees (e.g., permissions, library or archive access, licenses) | _____ |
| Other: Please include an itemized list of other costs not covered above | _____ |
| TOTAL BUDGET | _____ |

Student Signature: _____ Date: _____

Faculty Mentor Signature: _____ Date: _____

Approved by Department Chair: _____ Date: _____