

EFSC Office of Undergraduate Research Constitution and Bylaws

Mission Statement

The Eastern Florida State College (EFSC) Office of Undergraduate Research (OUR) was established in the Fall of 2014 to organize, promote, and support student research. The overarching purpose of the OUR is to connect students with faculty, staff, administrators, and community leaders for research opportunities that will enhance student academic progression and nurture deeper engagement in academic fields of interest. The OUR mission goals

1. Support the mission of EFSC by providing opportunities for student enrichment.
2. Organize opportunities for undergraduate research in academic fields of interest.
3. Promote undergraduate research at EFSC through publications, presentations, and mentoring.
4. Provide resources and avenues to assure success for the Research Students and Research Mentors.
5. Provide funding to support undergraduate research.
6. Collaborate with community partners and other institutional partners to promote and enhance undergraduate research.

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B. The OUR will be supported by a Coordinator. The Coordinator is a supportive position which reports to the OUR Director. The duties of the Coordinator are to connect

- E. Before research can commence, the Research Student & Research Mentor Contract and other initial paperwork must be signed. Approval of the OUR, OSHA, EPA, Health Dept., FWC, IRB, IACUC, and other regulations, permits, or MOU may also be necessary before research can commence.
- F. Research Mentors are expected to guide Research Students in their research. Research Mentors are expected to help Research Students overcome research hurdles and help develop solid research projects that, when completed, are publishable in Ittsid research proje2uBDC denho guide

Grants monies from non-EFSC entities awarded to specific projects are not associated with the OUR Funding Review Board.

B. The OUR Funding Review Board membership will consist of faculty and staff experienced in research. Each appointment will be for two years with the option to continue serving on the Board. The Board will consist of a minimum of three (3) members and a maximum of nine (9) members. Voting may be by proxy, silent ballot, or show of hands as determined by the OUR Director.

C. The OUR Director will be the permanent non-voting chair. The OUR Director will be responsible for choosing, maintaining, and removing OUR Funding Review Board members, membership, and membership seats. Although the OUR Director is a non-voting member, the OUR Director can make funding suggestions and will have the authority to adjust the distribution of funds if the u. (o)-5djust, (nd

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Student and Research Mentor have the option to submit an updated or new research grant proposal application in the future.

- b. If the recommendation of the OUR Funding Review Board is to fund the research and no issues/conflicts arise (such as the student is not in good standings), then funding will be awarded.
 - i. If the research grant proposal application is \$100 or less, it will be awarded in full.
 - ii. If the research grant proposal application is \$101-\$1000, the Dean of Instruction will determine the monetary amount awarded. In most cases, the maximum amount awarded for consumable supplies is \$100, and the remaining must be for equipment and non-consumable supplies.
 - iii. If the research grant proposal application is over \$1000, the Dean of Instruction will work with the Vice President of Academic and Student Affairs, or designee, to determine the monetary amount awarded.

G. The OUR Director, with approval of the Dean of Instruction, may award up to \$100 to a research project without consent of the OUR Funding Review Board, when necessary.

H. The OUR funds are not disbursed directly to the Research Student; the OUR Director works with the Research Mentor (and Lab Coordinators, when applicable) to purchase the approved list of supplies and equipment. Items purchased directly by the Research Student, items purchased without prior written approval, items purchased without a pcard, and taxes paid (EFSC is a tax-exempt institution) are not deductible for reimbursement purposes.