**PLEASE READ ALL INSTRUCTIONS AT THE URCA WEBSITE AND THE ENTIRE APPLICATION BEFORE STARTING.**

**Title of Project:**

**Student Name *(only one student per URCA application)*:**

**Student Major:**

**Student Email:**

**Anticipated Student Graduation Date (month, year):**

**Primary Mentor Name and Department:**

**Additional Mentor(s) Name and Department(s):**

**Mentor(s) Email (list all mentors’ emails):**

**Has the student completed all relevant safety and/or ethics training to conduct the specified research activity?**

**YES** [ ]

**NO** [ ]

**NOT APPLICABLE** [ ]

**The mentor and students are expected to obtain Institutional Review Board (IRB) approval prior to collecting any data if the project includes research involving human or animal subjects. Has this project been granted approval by the IRB?**

**YES** [ ]

**NO** [ ]

**NOT APPLICABLE** [ ]

**If yes, what is the IRB approval number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is the student currently enrolled in directed studies/directed methods/or other relevant research course designation with the listed mentor(s)?**

**YES** [ ]  **NO** [ ]

**Course CRN (if applicable):**

 **Credit Hours (if applicable):**

**Mentor Statement (Written by mentor; 300 words max):***In the space below, describe your research portfolio (manuscripts, grants, presentations, awards, etc.) as well as your experience incorporating undergraduates into your research activities.*

**Institutional Impact Statement (Written by mentor; 200 words max):** *In the space below, describe the benefit to the institution related to this research activity (preliminary data for pursuing external funding, plans to publish/present, development of intellectual property, collaboration with reputable institutions, etc.).*

**Student Impact Statement (Written by mentor; 400 words max):** *In the space below, describe how this work will positively impact participating undergraduates immediately and in their future endeavors.*

**Previous Office of Undergraduate Research Funding (Written by mentor)**: *Using the grid below, list and describe all sources of funding from the Office of Undergraduate Research for the past three years. Add or subtract rows as needed. Use a separate row for each type of funding.*

1. *Name of Previous Funding: For example, URCA, CARET, VIP, First-Year Scholars Program, Summer Undergraduate Research Program, Sophomore Scholars Program*
2. *Total Amount of Funding: List the amount of funding you received from each funding source.*
3. *Deliverables: For example, conference presentations (indicate conference name), publications (provide citation), grant submissions (list funding mechanism), etc. that emerged from the work on that funded project.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Previous Funding** | **Year of Funding** | **Total Amount of Funding** | **Deliverables** |
|  |  |  |  |
|  |  |  |  |

**Project Narrative (Must be written by student. The combined word count from the following five sub-sections cannot be more than a total of 700 words.):**

**BACKGROUND:** *Provide brief, relevant scholarly or research context, including citations, that demonstrate how the research makes a unique contribution to the area of inquiry*

 **KEY RESEARCH QUESTION AND/OR CREATIVE PROJECT GOAL:**

 **METHODS:**

 **RESULTS (OR ANTICIPATED RESULTS):**

 **CONCLUSION/DISCUSSION:**

**References:** *In the space below, list references used in this application in the citation style used in your discipline (for example, MLA, APA, Chicago, etc.)*

**Budget Table:**

Insert and delete rows as needed. *Funds must be encumbered within eight weeks after determination.*

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Description | Amount | Research Justification*(explain the purpose of this expenditure for your research; how does this expenditure help you meet your research goals?)* |
| Student Stipend1 |  |  |  |
|  |  |  |  |
| Expendable Supplies2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Non-expendable Supplies2 |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Publication Costs3 |  |  |  |
|  |  |  |  |
| Conference Registration4 |  |  |  |
| Travel5 |  |  |  |
|  |  |  |  |
| Total Request(Cannot exceed $1,000) |  |  |  |

1. If the student participating in this project will potentially be receiving course credit and/or other stipends, this information must be declared. In the Description, list the hourly rate for the student and the number of hours the student will work. Also briefly describe the nature of the student’s work (for example, what tasks will the student do to earn this amount?).
2. For expendable and non-expendable supplies, provide links to where to purchase (if available).
3. Predatory Journals, such as those listed [here](https://beallslist.net/), will not be funded.
4. Students will not be funded for attending conferences or workshops where they are not listed as a presenter. List the dates of the conference in the Description. List the full name of the conference with no abbreviations. Provide a website (if available) for the conference.
5. Dates required. May include flights or mileage, hotels, per diem, parking, and any other expenses related to travel. Use a separate line for each travel item.