

Undergraduate Research & Creativity Awards

Frequently asked Questions and Notes from Previous R&C Information Meetings

Application:

- READ APPLICATION CAREFULLY & FOLLOW DIRECTIONS THOROUGHLY
- Joint applications are fine; each applicant should fill out a separate application; both submitted together in one application packet.
- The GPA requirement is strict; if your GPA is lower, a justification is required; the reason must be extraordinary (the fact that you work as well as go to school is not extraordinary).
- You must have a faculty or staff advisor; no exceptions; advisor must sign both the application and advisor letter.
- You may apply for both fall and spring awards (or spring and summer).
- Provide your cumulative GPA (we do check it).
- Submit one original completely assembled packet
- Copies of successful previous award packets are available for your review in the Honors office; call 898-5683 to make arrangements to review them.
- It's ok to apply for funds in the fall for work started in the fall but completed in the spring (or where the bulk of the work will be conducted in the spring); it shows good planning.
- You may revise an unsuccessful application and re-submit for the same semester only if funds are still available; but usually the entire allocation is awarded each semester.
- You may re-do and submit an unsuccessful application for the next semester; unfunded applications do not roll over to the next semester.
- For summer award applications; if you were granted a summer stipend award in the past, attach a copy of your initial stipend's final report to your current proposal and identify it as such, even if your research now is a different topic or in another area; as long as it is legible, your final report can be copied back-to-back and/or with pages side-by-side and reduced to cut down on copying costs

Faculty/staff advisor letter:

- Indicate how faculty or staff advisor and student are working together.
- Indicate that research is generated by student and not in support of faculty.
- State importance of project.
- Letter must be on department letterhead signed by advisor.
- Advisor letter should be attached to your application; *not* in a separate sealed envelope.
- More than one faculty/staff support letter is permissible; however, it is not required; only one faculty/staff advisor needs to sign the application.
- *Share these notes with your faculty/staff advisor!*

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Narrative:

- Submit a clean well organized narrative; no typos covering all aspects of the narrative description in the application; describe methods.
- You must communicate effectively; the committee will not be experts in your field; explain field-centered terminology; be thorough; your audience is intelligent, though not necessarily specialists in your area of research.
- Explain how the work you are doing will expand your academic knowledge and career as well as how it is important and valuable to your field (major); how does the work enhance your academic/professional goals; what will you get out of the experience; why are you the person to do the work?
- Discussing how you will disseminate the results of your work gives it the edge over other applications; examples of dissemination – publishing, presenting at conferences, providing a curriculum to a school district, etc.; you cannot submit an application for a paper that has already been presented.
- Before submitting your application, show it to someone in the field (mentor, advisor) for comments and feedback; show it also to someone who is not in the field (roommate, friend, etc.) for their feedback.
- Include a support letter from an agency (e.g., Division of Forestry) if it applies.
- If requesting funds for research material, be careful if requesting funds for books; if texts are available through Interlibrary Loan, the committee may not fund your request.
- Thoroughly explain the role the faculty/staff advisor will play in your project.

Travel:

- If using your stipend for travel, justify why travel is the best way to conduct your research (e.g., is where you are going the only place the information you need is available?)
- If you are requesting travel to a research facility, it's prudent to include a letter (or email) from the research facility stating it's OK to visit; know that the information you seek is available at the facility and indicate in the narrative why you must make the trip in person.

Budget:

If you wish, your budget can be on a separate page in addition to the three narrative pages; if you cannot research actual costs, make your estimate slightly over; show all costs, even if they are over the award amount requested, and show other sources of funds or expected funds if they exist.

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Award and Payment of Funds:

Fall & Spring Awards – up to \$500

- An award letter including Progress Report form will be sent; shortly thereafter a check for half of the awarded amount.
- Upon receipt of a Progress Report signed by the faculty/staff mentor that 50% or more of the project has been completed, payment of the balance of the award will be issued and current Progress Report returned to you.
- Upon completion of your project **IT IS REQUIRED** that you re-submit the Progress Report signed by the faculty/staff mentor stating that the project is 100% complete and how your project results were professionally presented.
- If you receive an award(s) totaling \$600 or more you will receive an IRS form 1099.
- It is suggested that you keep itemized receipts/records on your project expenses for tax purposes.

Summer awards - \$2000

- An award letter including Progress Report form will be sent; shortly thereafter in June a check for half of the awarded amount; the second half of the award sent in July.
- Be sure we have your correct mailing address for the summer payments.
- Upon completion of your project **IT IS REQUIRED** that you re-submit the Progress Report signed by the faculty/staff mentor stating that the project is 100% complete and how your project results were professionally presented.
- If you receive an award(s) totaling \$600 or more you will receive an IRS form 1099.
- It is suggested that you keep itemized receipts/records on your project expenses for tax purposes.

Should you be awarded a grant, as a courtesy you may want to send a thank you to Provost Belle Wei who made the Research & Creativity funds available. Her address can be found on the Campus Directory.