



UNIVERSITY OF  
**NORTHERN  
COLORADO**

## OFFICE OF UNDERGRADUATE RESEARCH

### Undergraduate Research Stipend/Support Grant Application

Fall 2019 (Due Saturday, September 28, 2019, by 5pm)

The Office of Undergraduate Research is offering Research/Creative Endeavor Stipends and Support Grants toward undergraduate scholarship and creative endeavors for Fall 2019. UNC Undergraduate students may apply for funds, which can be used for research supplies, travel, conference presentations/performances, or as support for research and creative endeavors. *Faculty, Staff, Graduate Students are not eligible to apply.* These stipends are for work that **MUST** be completed by no later than the end of Fall semester, 2019. Funding will be determined based on the amount of funds available and the number of applications. Please list the entire cost of your project, with the understanding that it may not be funded in its entirety. Incomplete applications will **NOT** be considered. Due to some past issues, your advisor may be copied on all correspondence from OUR. Funds will be distributed as soon after the student is notified of the award as possible.

Email a completed application to Dr. Janice Dickensheets at [our@unco.edu](mailto:our@unco.edu). All submissions must include a signed, completed application, project proposal narrative of no more than two pages, faculty sponsor letter of support, and conference/performance acceptance letter if the application involves conference participation. Complete applications must be received by 5 pm September 28, 2019. This is an editable PDF, so please, if at all possible, type directly into it when submitting the application rather than handwriting the application and scanning a copy. Handwritten applications are very difficult to decipher. If you cannot electronically sign it, you can print, sign, and recreate the PDF after you have entered the information.

Name \_\_\_\_\_ Bear Number \_\_\_\_\_

Which College are you a part of: \_\_\_\_\_

Major(s) \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_

Department \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature of Faculty Sponsor (Applications without faculty sponsor signature cannot be considered for funding): \_\_\_\_\_

Group Projects Only:

If this is a group project, please list all additional members of the research group, whether they are applying for funding or not. If other group members are applying for funding, they MUST submit their own applications.

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Conference/Travel Applicants (only):

Conference/Performance Topic\_\_\_\_\_

Event\_\_\_\_\_

Location of Event\_\_\_\_\_

Date(s) of Event\_\_\_\_\_

Are you presenting/performing? \_\_\_\_\_ (If the answer is yes, a copy of your acceptance letter or conference schedule listing your participation must be included with this application.) Please complete the following itemization of expenses.

\*\*All travel cost (mileage, per diem, etc.) must be in compliance with current UNC Travel Procedures. <http://www.unco.edu/purchasing/accounts-payable/travel-policies-and-procedures.aspx>

Airfare (including baggage fees) \_\_\_\_\_

Ground Transportation \_\_\_\_\_

Mileage (if you are driving. .48 p/mile) \_\_\_\_\_

Hotel \_\_\_\_\_

Per Diem \_\_\_\_\_

Conference Fees \_\_\_\_\_

Misc. (please explain) \_\_\_\_\_

Anticipated total cost of this trip \$\_\_\_\_\_ *\*should match budget*

Research Applicants (only)

Projected Research Topic \_\_\_\_\_

Date(s) of Research \_\_\_\_\_

Supplies: Please list all supplies and their costs

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Anticipated total cost of supplies \$ \_\_\_\_\_

**Self Pay Research Hours:** Billable hours consist of time actively working on research, tasks directly related to research (i.e. filing, organizing, emailing, etc.), and travel time *directly* related to said research (i.e. traveling to a conference or research site). Please note, meeting with your advisor or similar activities are NOT considered to be billable hours. \*For hourly wages, please see <http://www.unco.edu/financial-aid/types-of-financial-aid/work-study.aspx>

List the hours Per Week that will be spent on billable research activities along with a description of the activity.

Hours Per Week per activity:	Description:
_____	_____
_____	_____
_____	_____

Total Amount Requested for self pay: \_\_\_\_\_

Anticipated total cost for this research project \$ \_\_\_\_\_ *\*should match budget*

**By signing this form, the Faculty Sponsor agrees to the number and type of billable research time, and may be asked to approve hours if necessary.**

## **All Students complete the following**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please attach the following to your application:

- Project Proposal Narrative – 2-page maximum.
- Be sure the expense information on this application is accurate and detailed.
- Faculty mentor letter of support – required for consideration. Be sure that the faculty mentor specifically addresses the project noted and indicates their willingness to oversee your work on the project.
- Conference Presentation/ Performance acceptance letter or program schedule if applicable.

**Submit this application with supporting documents by email to**  
Office of Undergraduate Research, [our@unco.edu](mailto:our@unco.edu), with a subject line of  
**“Research Stipend Application - Fall”**

### **Project Proposal Narrative (Conference and Performance Applicants):**

If you are applying for the sole purpose of presenting at a conference or traveling for a performance, please provide a brief explanation (no more than 2 pages) for the requested travel, including how your presentation or performance will support your professional development as a student scholar and how your presentation/performance will contribute to the body of knowledge in your discipline.

### **Project Proposal Narrative (Researchers):**

If you are applying for research purposes, please provide a compelling narrative (no more than 2 pages) that includes the purpose & significance of your project, methodology (this includes if your project needs IRB approval), the level of oversight and supervision that will be provided by the faculty research advisor or others involved, how your project will support your professional development as a student scholar, and how your project will contribute to the body of knowledge in your discipline. The narrative should also include a timeline of project activities for the semester and explain how it will be possible to advance on the project during the period.

**NOTE: Recipients will be given explicit details of the disbursement/reimbursement process in their award letters.**

### **Stipend Requirements and Award Criteria:**

Stipends will be awarded based on the available funding and the numbers of applications in addition to the quality of the application materials, especially the narratives and letters of support. While there is no guarantee of a full stipend, OUR will fund as many eligible requests as possible. Students who receive a stipend from OUR will be expected to adhere to all UNC rules and regulations surrounding research, including issues of plagiarism and rules governing human subject research. Each student who receives funding will also prepare a document after the

research or conference experience that provides a summary of the research-related activity, including the ways in which it enhanced the student's education. This document should be two to three pages in length, and should also include an itemization of the research-related expenses covered by the stipend. This document must be turned in by the end of the semester following the issuance of the stipend (if the stipend is awarded in spring, the document is due by the end of fall semester), and due dates are posted on the OUR website. Failure to submit this document will make you ineligible for future funding from OUR. **If a student abandons the project, or fails to complete it, they must notify OUR, and a refund of the stipend will be expected.** A committee of faculty and/or staff will review each application and award funding based on the following criteria:

**Highest priority:**

- Research projects such as are conducted in science, social science, education, and academic disciplines.
- Creative endeavors in humanities, business, and other disciplines, which recognize such endeavors as scholarship.
- Presentation of research and/or creative endeavors at a conference

**Medium priority:**

- Conference attendance
- Clinic or master class attendance

**Lowest priority:**

- Membership dues for professional organizations