



UNIVERSITY OF
**NORTHERN
COLORADO**

OFFICE OF UNDERGRADUATE RESEARCH

Undergraduate Research Stipend/Support Grant Application

Fall 2020 (Due Friday, October 15, 2020, by 5pm)

The Office of Undergraduate Research is offering Research/Creative Endeavor Stipends and Support Grants toward undergraduate scholarship and creative endeavors for Fall/Spring 2020/2021 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 Spring semester 2021. 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. Your advisor may be copied on all correspondence from OUR. Email a completed application to Collin Slutzky at our@unco.edu.

All submissions must include a completed application, project proposal narrative of no more than two pages that can be written in advance, and conference/performance acceptance letter if the application involves conference participation. Complete applications must be received by 5 pm October 15, 2020.

The breakdown of funding categories and maximums available that you may apply for is as follows:

1. Research/creative endeavor supplies - maximum \$500
2. Research/creative endeavor stipends - maximum \$1000
3. Conference/performance fees - maximum \$1000*
4. Professional development (i.e trainings, workshops, master classes, professional organizational fees) - maximum \$500

Each student may receive a maximum of \$2500 per academic year.

** - UNC's current travel restrictions due to COVID-19 prohibit the use of University funds for travel. You may still apply for a grant to pay for fees associated with virtual conferences.*

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Name_____ Bear Number_____

Major(s)_____

Phone_____ E-mail_____

Faculty Sponsor_____

Department_____

Phone_____ E-mail_____

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.

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>

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Conference Fees _____

Misc. (please explain) _____

Total amount requested for this conference \$_____ (Maximum = \$1000)

Research Applicants (only)

Projected Research Topic_____

Date(s) of Research _____

Supplies: Please list all supplies and their costs

_____	_____
_____	_____
_____	_____
_____	_____

Anticipated total cost of supplies \$_____ (maximum \$500)

Self Pay Research Hours for stipend: 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>

Description of activity:

Total Hours per activity:

_____	_____
_____	_____

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_____	_____
_____	_____

Total Amount Requested for stipend: \$_____ (maximum \$1000)

Please attach the following to your application:

- Project Proposal Narrative – 2-page maximum (12 point, Times New Roman font, single spaced.)
- Be sure the expense information on this application is accurate and detailed.
- Conference Presentation/Performance acceptance letter or program schedule if applicable.

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 following sections:

1. Purpose & significance of your project
2. Methodology or project design (this includes if your project needs IRB approval)
3. Oversight and supervision that will be provided by the faculty research advisor or others involved
4. How your project will support your professional development as a student scholar
5. A timeline of project activities for the project timeframe

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. 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. Recipients will be given explicit details of the disbursement and reimbursement process in their award letters.

Post-project report requirements

If you receive funding you will be required to prepare a post-project report 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

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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 you abandon the project, or fail to complete it, you must notify OUR, and return the stipend. The funds may be taken out of your student account.

All students complete the following

Certification: By signing below, I certify that all of the above statements are correct.

I also certify that I have discussed this project with my faculty sponsor listed in this application and that the faculty sponsor will be expecting an email from OUR asking for confirmation of their support for this grant application.

Student Signature: _____

Submit this application with supporting documents by email to
Office of Undergraduate Research, our@unco.edu, with a subject line of
"Research Stipend Application – Fall 2020"

Due by October 15, 2020 5 PM

A committee of faculty and/or staff will review each application and determine funding based on the following criteria:

Highest priority

- Research and scholarly projects.
- Creative endeavors.
- Presentation of research and/or creative endeavors at a conference.

Medium priority (Professional development)

- Conference fees for students attending but not presenting or performing for the conference
- Clinic or master class attendance

Lowest priority

- Professional organizational dues and membership fees when related to your research, creative or scholarly development.