

**Undergraduate Research Awards
Center for Undergraduate Research and Creative Activities
University at Buffalo
2016-2017 Group Application Instructions**

Purpose:

This program is designed to encourage the participation of undergraduate students in research. Funding is intended to support the pursuit of students' own research project, and/or the students' involvement in the original research work of their faculty mentor's original research work. CURCA funding may support, but is not limited to, travel, supplies, and human subject costs.

Application Deadlines and Notification Schedule:

Funding is available for work that is done during fall, winter, spring, and summer terms. Applications will be reviewed approximately two weeks after the submission dates. Submission at the *start* of each semester is encouraged to allow adequate time for review and dispersal of the funds. Applications received after a submission date will be reviewed during the next review cycle.

The faculty and staff of CURCA and our review committee will review completed applications and provide written notice regarding funding decisions typically within one week of the review date. The payment process can take between 6-8 weeks to complete after you receive confirmation of an award.

CURCA Award Review Calendar:

Applications are due by 3:00 p.m. on the dates listed below. Your review will be held within two weeks of these submission deadlines:

Fall 2016:

- Wednesday, September 28, 2016
This funding is for fall semester and early applicants for winter session projects ONLY.

Winter 2016:

- Wednesday, October 26, 2016
This funding is for winter session and early applicants for spring semester projects ONLY. **Seniors graduating in Spring 2017 may NOT apply for project funding beyond this date.**

Spring 2017:

- Wednesday, February 22, 2017
This funding is for spring semester projects or early summer session applicants ONLY. **Seniors graduating in Spring 2017 may NOT apply for this funding.**

Summer 2017:

- Wednesday, May 17, 2017
This funding is for summer session ONLY. **Seniors graduating in Spring 2017 may NOT apply for this funding.**

Eligibility:

Matriculated UB undergraduate students from any department or discipline are eligible to apply. Students must be pursuing an *original* research project under the guidance of a faculty mentor who has listed his/her research opportunity on the CURCA website. **Graduating seniors are not eligible for funding for projects beyond the Winter 2016 deadline.**

Amount:

The maximum amount that can be awarded at any single semester is \$500 per individual applicant. Prior recipients may apply for additional awards in subsequent semesters, but must supply adequate justification of why additional funding is necessary. If funding is not available for all applicants in a given review cycle, preference will be given to first-time applicants.

Helpful Hints:

Funding is limited. To ensure that you present a competitive application, you should:

- Carefully follow all instructions and ensure that your application is complete prior to submission.
- Describe your research project so that it can be understood by **any** person not familiar with your discipline or your specific research. If technical terminology is essential to the application, a glossary should be included in the appendix. Please note that the review board consists of faculty from a wide range of departments including English, Engineering, Geology, and Medicine, and it is essential that your application be easily understood by all of the reviewers.
- Ensure that your stated goals are supported by a clear, concise, well-organized budget and a justification explaining why each item is needed and where the price estimate was obtained.
- There is a separate document entitled Application Do's & Don'ts on the CURCA website that includes more specific suggestions and sample budgets. We strongly suggest reviewing this document before writing your proposal.
- Schedule an appointment with CURCA staff to review your application prior to the submission deadline. Please email us at ubcurca@buffalo.edu and we will work together to arrange a convenient time to discuss your application.

Additional Considerations for Award Recipients:

- **Books/Supplies/Materials:** Any books, equipment, and/or supplies purchased with CURCA funds must be returned to the faculty mentor upon completion of project.
- **By receiving these funds, you are obligated to present a poster at the annual Celebration of Student Academic Excellence** either during the current or the following academic school year. **It is your responsibility to submit an application to present at the Celebration of Student Academic Excellence prior to the Celebration application deadline.** See page 10 for more details.

APPLICATION REQUIREMENTS

Complete applications must include the following documents:

I: **2016-2017 Application Cover Sheet** (pages 5-9):

***Ensure that your faculty mentor has listed the project on the CURCA website, and that you include the project title on this cover sheet in the provided space. Faculty mentors can use this link to post projects: <http://www.curca.buffalo.edu/faculty/research.php>

II: **Award Certificate of Understanding** (page 10)

III: **W-9 Form** (if applicable, see page 8):

For students who are requesting award payment by check, only the first page of the W-9 must be returned. Please **type** information on this page, as it must be clearly legible.

IV: **Project Description** (one for the entire group; no more than 3 pages):

Describe in terms that are **comprehensible to a non-specialist**:

- The purpose and anticipated result of the project.
- The potential impact of your project in the context of your discipline. It is *highly recommended* that you incorporate a brief literature review, citing relevant sources in your field and how they relate to and inform your present project.
- The importance of your project to your educational and professional development.
- **Broader Impacts**: Describe in laymen's terms the broader impacts of your project. How you will disseminate the results of your project with a wider audience (e.g. additional research, paper, presentation, production, blog, etc.)? Tell us the logical next steps resulting from this project.

V: **Student Duties** (one section for each applicant in the group; no more than 1 page):

Describe specifically what **you** will be doing on the project. This is particularly important if your project is part of a larger group project or taking place within a larger lab group. The committee will want to know for which tasks you are personally responsible.

Example: "While the research team will be examining the health of the whales, **I** will be responsible for taking the pulse and temperature of each animal." Note the use of first person for tasks for which you are personally responsible.

VI: **Cited References** (no more than 1 page)

VII: **Student Background** (one for each applicant in the group; no more than 1 page):

Describe your previous training and experience (course work, creative activities, laboratory experience, work and/or life experience, etc.) that have prepared you to successfully complete this project.

VIII: **Methods and Timeline** (one for the entire group; no more than 1 page):

Briefly outline the methods or processes that will be employed in achieving the goals of the project, as well as a tentative schedule for its completion. Discuss how and when the results of the project will be shared or disseminated.

IX: **Budget** (one for the entire group; no more than 1 page):
Specifically itemize the various expenses for which funds are requested, including materials, equipment, travel, etc. You must provide a link to the vendor and describe why you are requesting each item at the specified quantity. If travel for your project is involved, please see the page <http://www.buffalo.edu/administrative-services/business-travel/travel-guidelines.html> for information regarding reimbursement for mileage, lodging, and meals.

Note that awards may not exceed \$500. If your project budget exceeds \$500, specify where the additional funding will come from or how the project could be accomplished without full funding.

X: **Budget Justification** (one for each applicant in the group; no more than 1 page):
Justify why each item in your budget is needed (i.e. how will these items help you complete your student duties) and cite where the price estimate was obtained. Please note that your budget and budget justification should link to the work that you will complete as described in your individual student duties.

XI: **Progress Report** (one for the entire group, if needed; no more than 1 page):
If you have already received CURCA funding for this project or you are continuing the research from another student, please provide a few paragraphs that explain how the previous funding was used and the progress on the project to date.

XII: **Appendix/Glossary** (if needed)

Formatting:

Please pay careful attention to formatting guidelines and page limit recommendations. We reserve the right to reject any application that does not follow these guidelines:

- Each section must be complete and separate from the other sections, and must be presented in the order indicated above.
- All typed work should be in **12 pt font** and be **double-spaced**.
- The applications must be printed **single-sided**.

Submit one original application to:

CURCA – Undergraduate Research Awards
24 Capen Hall
University at Buffalo North Campus
Buffalo, NY 14260
Office Hours: Monday-Friday, 8:30 – 5:00 p.m.

* Only complete application packets will be accepted.

** Applications received after 3:00pm on a due date will be reviewed during the next cycle.

Students often have questions about their application. While it is not required, we are happy to meet with you to discuss your application and answer any questions you may have prior to your selected submission deadline. Please email us at ubcurca@buffalo.edu and we will work together to arrange a convenient time to discuss your application.

**Undergraduate Research Awards
Center for Undergraduate Research and Creative Activities
University at Buffalo
2016 - 2017 Group Application Cover Sheet**

Applicant(s) Information

Print Applicant #1's Full Name: _____

UB Person Number: _____

Local Mailing Address: _____

UB Email Address: _____

Phone Number: _____ Alt Phone: _____

Student Class Level (Freshman, etc.): _____

Expected Graduation Date (Fall/Spring and Year): _____

Major(s): _____ Minor(s): _____

Are you a Research Foundation Employee? Yes _____ No _____

If yes, please indicate the department for which you work:

Print Applicant #2's Full Name: _____

UB Person Number: _____

Local Mailing Address: _____

UB Email Address: _____

Phone Number: _____ Alt Phone: _____

Student Class Level (Freshman, etc.): _____

Expected Graduation Date (Fall/Spring and Year): _____

Major(s): _____ Minor(s): _____

Are you a Research Foundation Employee? Yes _____ No _____

If yes, please indicate the department for which you work:

Print Applicant #3's Full Name: _____

UB Person Number: _____

Local Mailing Address: _____

UB Email Address: _____

Phone Number: _____ Alt Phone: _____

Student Class Level (Freshman, etc.): _____

Expected Graduation Date (Fall/Spring and Year): _____

Major(s): _____ Minor(s): _____

Are you a Research Foundation Employee? Yes_____ No_____

If yes, please indicate the department for which you work:

Print Applicant #4's Full Name: _____

UB Person Number: _____

Local Mailing Address: _____

UB Email Address: _____

Phone Number: _____ Alt Phone: _____

Student Class Level (Freshman, etc.): _____

Expected Graduation Date (Fall/Spring and Year): _____

Major(s): _____ Minor(s): _____

Are you a Research Foundation Employee? Yes_____ No_____

If yes, please indicate the department for which you work:

*****If you have more than four people in the group, please print off extra applicant cover sheets*****

Project Information

Important note to supervisors and mentors: In order for a student to receive funding, the project MUST be listed by you on the CURCA web site: <http://curca.buffalo.edu/students/research-ops.php>

Your Proposed Title of Project: _____

Faculty Title of Project (as posted on the CURCA site): _____

Faculty/Staff Supervisor: _____

Faculty/Staff Title: _____

Faculty/Staff Department: _____

Faculty/Staff Telephone: _____ Faculty/Staff UB Email: _____

Have any applicants previously been funded for this project by CURCA: Yes _____ No _____

IRB/ Animal Subjects Protocol # (if applicable): _____

******All those involved in human research at UB must complete initial training in human research subject protection. No research involving human beings can commence until it has been approved by one of UB's Institutional Review Boards (IRB's). For more information on IRB please see:**

<http://www.research.buffalo.edu/>

Total funding sought by applicant #1 (not to exceed \$500): _____

Total funding sought by applicant #2 (not to exceed \$500): _____

Total funding sought by applicant #3 (not to exceed \$500): _____

Total funding sought by applicant #4 (not to exceed \$500): _____

Total funding sought for the entire group (from budget worksheet): _____

Other Funding Pending or Received (description, amounts):

Source: _____ Amount: _____ Date of Decision: _____

Source: _____ Amount: _____ Date of Decision: _____

Is the project dependent upon receipt of these other funding sources: Yes _____ No _____

If yes, please explain:

If awarded funding, each applicant has two options for receiving the funds. Please indicate for each applicant which option is preferred in the following chart, and then provide the required additional information under the desired option:

Applicant	Name	Mail check to me	Transfer funds to faculty account
# 1			
# 2			
# 3			
# 4			

Applicant #1:

Make the check out to me, and mail it to me at the following address:

Applicant #2:

Make the check out to me, and mail it to me at the following address:

Applicant #3:

Make the check out to me, and mail it to me at the following address:

Applicant #4:

Make the check out to me, and mail it to me at the following address:

Please note: If you selected to have the check made out to you personally, you must complete a W-9 form. You can find the link for the W-9 form here: http://www.ahec.buffalo.edu/search/7.1.11_forms/7.22.11%20form%20add%20ons/W9%20Form.pdf **You do **not** pay taxes on the award money. The form is needed for the University's financial record-keeping. US Citizens should fill out the form using their social security number. International students should have a TIN number which should be used in place of the SSN. **Please only return the signed Page 1 of the W-9 form with your application.**

Transfer the funds to my faculty mentor's **Non-Sponsored RF, IFR or UBF** departmental account. **Funds cannot be transferred to state accounts.** This information must be filled out by the department secretary of your faculty mentor to ensure accuracy. Failure to obtain correct information may result in a delay in your award dispersal. The account is a:

Non – Sponsored RF IFR Account UBF Account

Name of Department Financial Contact (who has signature authority on the account):

Department: _____

Campus Address: _____

Phone: _____

Account number: _____

For Non-Sponsored RF accounts, please list Award Term date: _____

Name of advisor/mentor: _____

I (applicant) understand that by signing this application, I am acknowledging that I will use the funds to conduct an original research project under the guidance of my faculty mentor and that the information contained in this application is true and accurate.

Applicant # 1 Signature: _____ **Date:** _____

Applicant # 2 Signature: _____ **Date:** _____

Applicant # 3 Signature: _____ **Date:** _____

Applicant # 4 Signature: _____ **Date:** _____

I (faculty/staff name), _____, understand that by signing this application, I am acknowledging that the above-mentioned student is conducting a research project under my supervision and that this research opportunity must be listed on the CURCA website.

I also attest to the fact that I have read the student's application for accuracy and grammar as they relate to our field of study. If IRB approval is necessary for the project, I attest that any student working with human subjects has been added to the IRB project approval, and has completed the CITI training requirements.

Faculty/Staff Signature: _____ **Date:** _____

**Undergraduate Research Awards
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Award Certificate of Understanding**

To be completed by student applicants:

- I certify that I will use this award for the intended research endeavor as specified on the attached application.
- I understand that if there is a change in the conditions under which the funds were granted, these changes must be approved by the Center for Undergraduate Research and Creative Activities *prior* to the expenditure of the funds.
- I understand that the Center for Undergraduate Research and Creative Activities and the award selection committee may follow up with me concerning the outcomes of my project.
- I understand that I am expected to present a poster about this research project at the annual Celebration of Student Academic Excellence. I understand that it is my responsibility to fill out an application to present at the annual Celebration of Student Academic Excellence.

Applicant #1

Full name (print): _____

Signature of applicant: _____ **Date:** _____

UB Person Number: _____

Applicant #2

Full name (print): _____

Signature of applicant: _____ **Date:** _____

UB Person Number: _____

Applicant #3

Full name (print): _____

Signature of applicant: _____ **Date:** _____

UB Person Number: _____

Applicant #4

Full name (print): _____

Signature of applicant: _____ **Date:** _____

UB Person Number: _____

