Undergraduate Research Awards
Center for Undergraduate Research and Creative Activities
University at Buffalo
2017-2018 Group Conference Application

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 work.

Conference funding is intended to support students that have been accepted to present their research at a conference, or for students that plan to attend a conference to support their research projects through workshops, seminars, or demonstrations that are offered. CURCA funding for conferences may support, but is not limited to, conference registration fees, air/train fare, gas and tolls, meals, and lodging accommodations.

Application Deadlines and Notification Schedule:
Conference applications are accepted and reviewed on a **rolling basis** throughout the academic year. Submission at the *beginning* of each semester is encouraged to allow adequate time for review and dispersal of the funds. You may apply for conference funding prior to registration for the event, but please note that proof of conference acceptance is required before funds are released to students intending to present at the conference.

The group conference application is intended for research groups presenting a group research project at a conference. All other applicants not involved in presentation of a group project should instead fill out the individual conference application.

The faculty and staff of CURCA will review completed applications and provide written notice regarding funding decisions, typically within two weeks of the submission. The payment process may take between 6-8 weeks to complete following confirmation of an award. Please plan ahead.

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. *Our office reserves the right to limit the number of students approved for funding for each conference.*

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 neat and 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.
- 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.
- Please indicate the relation to and impact of conference attendance to your current research. **If you are presenting, you will need to attach your project abstract and supply a confirmation letter indicating when and where you will be presenting. If you are not presenting, you will need to supply a letter of support from your research mentor and you must explain how conference attendance strengthens your research project and list the workshops, lectures, and/or demonstrations that you will attend and why you will attend them**.
- 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:

- **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 11 for more details.

APPLICATION REQUIREMENTS

Complete applications must include the following documents:

I: **2017 - 2018 Group Conference Application Cover Sheet** (pages 5-10)
***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 11)

III: **Project Description** (originated by student; no more than 3 pages):
Describe in terms that are **comprehensible to a non-specialist**:
- The purpose and anticipated result of the research 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.
- Please also **attach your research abstract** that you will submit for conference presentation selection, if applicable.

IV: **Conference Information** (no more than 1 page):
Summarize the purpose of the conference, the types of attendees (student researchers, product vendors, experts in your field of study, etc.) that will be present, and provide information regarding the location and date(s) of the conference. Please state if meals and/or transportation to/from the conference is provided. If available, please provide the approximate date of notification of conference acceptance and the deadline for conference registration.

If you have already been accepted to present at the conference or have already registered for the conference, please attach written proof (i.e. email acceptance letter, registration confirmation email). If you are not presenting your research at the conference, please also attach a faculty letter of support for your attendance.

V: **Broader Impacts** (no more than 1 page):
Each student must describe in laymen's terms the broader impacts of the project and how presenting the research or attendance at the conference will impact your educational and professional development. Explain how you will share what you learned at the conference with a wider audience. Each student must also list the workshops, lectures, and/or demonstrations that you will attend and how they will strengthen your research project.

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

VII: **Student Background** (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 present at this conference or have heightened your interest in attending the conference.

VIII: **Budget** (originated by you; no more than 1 page):
Specifically itemize the various expenses for which funds are requested, including registration fees, travel costs, meals, and lodging. You must also provide a link to where air/train fare, hotel reservations, etc. will be purchased, Please see 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.

IX: **Budget Justification** (originated by you; no more than 1 page):
Justify why each item in your budget is needed and cite where the price estimate was obtained. Describe how price estimates were calculated in relation to the travel guidelines provided http://www.buffalo.edu/administrative-services/business-travel/travel-guidelines.html.

X: **Progress Report** (if applicable; 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.

XI: **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
17 Norton 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*

Undergraduate Research Awards
Center for Undergraduate Research and Creative Activities
University at Buffalo
2017 - 2018 Group Conference Application Cover Sheet

Applicant(s) Information

Are you applying for funding to attend a conference? Yes_____ No_____

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): _____

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-opps.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 you 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/

Conference Information

Conference Name: _____

Conference Date:_____

Conference Location:_____

Conference Home Webpage Link:_____

Conference Registration Fee (per student): $_____

Conference Registration Deadline:_____

Meals provided at conference (Yes/No and which meals)?:_____

Transportation (e.g. shuttle) provided to/from conference?:_____

Have you already been accepted to present at the conference (Yes/No)?:_____

Has your group already paid for registration for the conference (Yes/No)?:_____

Funding Information

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	Process Award in HUB	Transfer funds to faculty account
# 1			
# 2			
# 3			
# 4			

*Please Note: Should you select to process your award in HUB, the award will be applied to your student account and refunded to you. You may have this refund direct deposited into your U.S. bank account. Additional information about direct deposit can be found at: studentaccounts.buffalo.edu/billing/directdeposit. If you choose not to use direct deposit to receive your refund, a paper check will be mailed to your address listed in HUB. You can make address changes in HUB Student Center (via MyUB.buffalo.edu).

 Please be advised that under federal regulations, a student cannot receive assistance in excess of financial need and cost of attendance. If an overaward occurs and your eligibility for other awards is impacted, you will be notified by the Financial Aid Office. Contact the Financial Aid Office at UBFA@buffalo.edu or 716-645-8232 if you have any questions about this process.

☐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
Center for Undergraduate Research and Creative Activities
University at Buffalo
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: _____