

**Undergraduate Research Awards
Center for Undergraduate Research and Creative Activities
University at Buffalo
2016-2017 Individual 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.

Individual applications must be filled out for each conference attendee unless a research group is requesting funding to present a group research project. Research groups should instead use the Group 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 9 for more details.

APPLICATION REQUIREMENTS

Complete applications must include the following documents:

I: **2016 - 2017 Conference Application Cover Sheet** (pages 5-8)

***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 9)

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** (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.

V: **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.

VI: **Broader Impacts** (no more than 1 page):

Describe in laymen's terms the broader impacts of your project and how presenting your research/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. Please also list the workshops, lectures, and/or demonstrations that you will attend and how they will strengthen your research project.

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

VIII: **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.

IX: **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.

X: **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>.

XI: **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.

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*

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
Individual Conference Application Cover Sheet**

Applicant Information

Print Applicant'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:

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 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: \$ _____

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)?: _____

Have you already registered for the conference (Yes/No)?: _____

Have you already paid the conference registration fee (Yes/No)?: _____

Funding Information

Total funding sought (from budget worksheet): _____
(not to exceed \$500)

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, you have two options for receiving the funds. **Please check one option:**

1. 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: _____

2. 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.***

Please note: All awards received by a student must be reported to the Office of Financial Aid. You will be notified if this award impacts your eligibility for other types of financial assistance. In most cases, your financial aid eligibility will remain unchanged due to the expenses associated with your research.

I 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 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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University at Buffalo
Award Certificate of Understanding**

To be completed by student applicant:

- 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.

Full Name (print): _____

Signature of Applicant: _____

UB Person Number: _____

Date: _____