Undergraduate Research Awards
Center for Undergraduate Research and Creative Activities
University at Buffalo
2014-2015 Individual 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, human subject costs, and conference travel fees.

Please note: If you are applying for funding to simply attend a conference (and you are not presenting), we reserve the right to limit the number of times you may receive such funding.

**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 will review completed applications and provide written notice regarding funding decisions *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.

*Please plan ahead.* Look at the upcoming application deadlines and choose a deadline that will allow us to review your application before you begin your research project or travel to attend a conference. The committee is reluctant to fund projects retroactively after they have already been completed.

**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 2014**
- Wednesday, October 1, 2014
- Wednesday, November 19, 2014

**Spring 2015**
- Wednesday, February 4, 2015
- Wednesday, March 11, 2015

**Summer 2015**
- Wednesday, April 15, 2015
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 summer funding after graduation.

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.
- **Conference Funding:** Please indicate the relation and impact of conference attendance to your current research. If you are presenting, then you will need to supply a confirmation letter indicating when and where you will be presenting.
- 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.

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. See page 8 for more details.
APPLICATION REQUIREMENTS

Complete applications must include the following documents:

I: **2014-2015 Application Cover Sheet** (pages 5-7)
   ***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](http://www.curca.buffalo.edu/faculty/research.php)

II: **Award Certificate of Understanding** (page 8)

III: **W-9 Form** (if applicable, see page 7)
   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 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** (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** (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** (originated by you; 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** (originated by you; no more than 1 page):

Specifically itemize the various expenses for which funds are requested, including materials, equipment, travel, etc. 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 (i.e. how will these items help you complete your student duties) and cite where the price estimate was obtained.

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.
** 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](mailto: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
2014-2015
Individual 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: ___________________________

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-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/

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/7.11_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.**

______________________________

**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: ________________
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.

Full Name (print): __________________________________________________________

Signature of Applicant: ______________________________________________________

UB Person Number: ____________________________

Date: _____________________