

**Undergraduate Research Awards  
Center for Undergraduate Research and Creative Activities  
University at Buffalo  
2009-2010 Application Instructions**

**Purpose**

This program is designed to encourage the participation of undergraduate students in research. Funding is intended to support the pursuit of an original individual research project by an undergraduate student. Funding may support, but is not limited to, travel, supplies, human subject costs, and conference travel fees.

**Application deadlines and notification schedule**

Funding is available for the fall, spring, and summer terms. Applications will be reviewed on a rolling basis. Submission at the *start* of each semester is encouraged to allow adequate time for review and dispersal of the funds. Applications for summer research funding must be received prior to April 15<sup>th</sup> for that year. Applications received after April 15 will be reviewed for the following fall semester.

Applications will be reviewed approximately every 30 days. The faculty and staff of the Center for Undergraduate Research and Creative Activities and the Research Exploration Academy will review completed applications and provide written notice regarding funding decisions *within one week of the review date*.

**CURCA Award Review Calendar: FALL 2009**

Applications are due in 17 Norton Hall by 3:00 PM on the dates listed below. Your review will be held within a week of these submission deadlines.

- Tuesday, September 22, 2009
- Tuesday, October 20, 2009
- Tuesday, November 17, 2009
- Tuesday, December 8, 2009

**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

**Amount**

The maximum amount that can be awarded at any single time is \$500. Prior

recipients may apply for additional awards in subsequent semesters/years, with adequate justification of why additional funding is necessary. If funding is limited, preference will be given to first time applicants.

### **Recommendations**

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 the 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.**
- Ensure that your project supervisor has **listed the project on the CURCA website:**  
[http://curca.buffalo.edu/research/research\\_opportunities.php](http://curca.buffalo.edu/research/research_opportunities.php)

### **Application Process**

Complete applications must include the following documents.

**Incomplete applications will be returned.** Each section must be complete and separate from the other sections, and then stapled together in the sequence listed below. All typed work should be in **12 pt font, double-spaced. The applications must be printed single-sided.** Applications that do not follow this format will be rejected.

**I 2009 – 10 Application Cover Sheet** (form provided)

**II Award Certificate of Understanding** (form provided)

**III Project description** (Created by you. No more than 2 pages)

Describe in terms 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.
- Specify the precise form (presentation, poster, paper) that the completed project will take.

**IV Student Background** (Created by you. No more than 1 page)

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

**V Methods and Timeline** (Created by you. No more than 1 page)

Briefly outline the methods or process 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.

**VI Budget** (Created by you. No more than 1 page)

Specifically itemize the various expenses for which funds are requested, including materials, equipment, or travel. Note that awards may not exceed \$500.

**VII: Budget Justification** (Created by you. No more than 1 page)

Justify why each item in your budget is needed and cite where the price estimate was obtained.

**VIII: Appendix/Glossary** (if needed).

**SUBMIT ORIGINAL APPLICATION AND 5 COPIES (stapled and collated) TO:**

CURCA – Undergraduate Research Awards  
c/o Undergraduate Academies  
17 Norton Hall  
University at Buffalo  
North Campus  
Buffalo, NY 14260

\* Only complete application packets will be accepted.

\*\* Complete packets will be stamped “received”. Applications received after 3:00pm will receive a “received date stamp” of the next business day.