

URC application for the KSU Undergraduate Research Scholars Program
(UNDERGRADUATE RESEARCH, SCHOLARLY, OR CREATIVE ACTIVITY SUPPORT REQUEST)

[Not to exceed \$500]

[PLEASE CAREFULLY READ THE GUIDELINES FOR SUPPORT LISTED ON PAGE 4]

Date Received _____

Request Number _____

Awarded _____

Denied _____

A. Cover Page Information

Date: _____

Amount Requested: \$ _____

Student's Name: _____

Faculty Mentor: _____

Dept./School/Campus: _____

Project Title: _____

Nature of Request _____

[Research Materials, Data Collection, Research Travel, Unusual Opportunity]

Period of Support [Term and Year]: _____

Student's Signature _____

Rationale: Research demonstrates that students learn best by doing or participating directly in hands on activities or through direct participation in a scholarly endeavor. The purpose of the KSU Undergraduate Research Scholars Program is to provide you with the resources needed to engage in an authentic research, scholarship or creative activity to enrich your learning experience.

General Guidelines: Proposals submitted using this form should be completed by a Kent State University undergraduate student requesting funds to conduct a research project or participate in a scholarly or creative activity with guidance from a Kent State University faculty mentor. The faculty mentor should provide a short letter of support for the proposed project (See Section C). Students may apply annually to this competition and may receive the award more than once. Awardees are required to participate in the Annual Celebration of Scholarship.

Evaluation and Submission Deadlines: Requests for Undergraduate Support will be evaluated by the University Research Council. Requests should be submitted by the first of the month. All proposals must be complete at time of submission. The completed proposal should be returned to RAGS, Research and Graduate Studies Office.

Proposal Preparation: Please describe the proposed activity in one to two pages of text addressing:
[1] What you want to do? [2] How you plan to do it? [3] What are the expected results or consequences?
[4] Why do it now? [5] How will this project contribute to your long-term career goals.

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B. Project Budget by Item and Amount

Student's Name _____

Project Title _____

[Please provide costs for each item along with an explanation regarding how these were determined].

	<u>Item</u>	<u>Cost</u>	<u>Basis for Estimate</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

TOTAL \$ _____ [Not to exceed \$500]

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C. Faculty Advisor's Recommendation

Faculty Mentor: _____

Department/School/Campus: _____

Student's Name: _____

Class Year: _____

Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. It is your option to waive your right to access to this recommendation or to decline to do so.

Please mark the appropriate phrase below, indicating your choice of option, and sign your name:

I waive my right to review of this recommendation. Date: _____

I do not waive my right to review of this recommendation. _____
Student applicant's signature

=====

Student's Academic Record and Accomplishments (To be completed by the Faculty Advisor).

Faculty Advisor: The purpose of this section is to give the URC members a feel for the applicant's academic achievements. Your letter of support should briefly summarize the student's academic record (e.g. creativity, relevant performances, class work, and grades) and describe why you believe the student will complete the project successfully. Please provide any other information you feel will help the URC gauge the student's potential. Please also note whether the student has previously been granted a *KSU Undergraduate Research Scholars Program Grant* by the URC and if so, describe the outcome of that project.

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TYPES OF ACTIVITIES SUPPORTED:

The activity must consist of research, scholarship, or a creative endeavor that will significantly enhance the student's academic experience and complement that of the faculty mentor. Awardees are required to participate in the Annual Celebration of Scholarship. **Please note that requests seeking reimbursement for research, scholarship, or creative activity that has already taken place will not be considered.**

Supported activities may include:

- A. Conduct of Research, Scholarship or Creative Activity. Monies for materials, supplies, travel and services directly in support of research, scholarship or creative activities may be requested. Funds from the grant may be used for student hourly wages only in the event that course credit is not awarded for the same effort. Computer equipment is not supported.
- B. Publication and Dissemination of Research, Scholarship or Creative Activity. Funds may be requested for reasonable copying, reprints, and page charge support.
- C. Travel for research or presentation purposes. Applications for travel support must show how the travel is relevant to the project. The least expensive and most practical mode of transportation must be chosen. Owing to state regulations, travel advances cannot be secured. Council does not cover the cost of meals.

If you have any questions regarding how to complete your proposal, please contact the Research and Graduate Studies Office.