2018-2019 UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS
APPLICATION INSTRUCTIONS

Deadlines:
Fall 5 PM Sept. 28, 2018
Spring 5 PM Jan. 25, 2019

Applications are submitted via a form at this address. Before you begin work on the application, you must gather all the parts (see below). Awards will be announced several weeks later, and will be disbursed immediately thereafter. PLEASE READ THESE INSTRUCTIONS CAREFULLY. Failure to include all of the items requested is what commonly results in proposals not being reviewed, or not scoring high enough to warrant funding.

To be considered for an award, an individual must
• Be a full-time degree-seeking undergraduate student at ECU;
• Have completed a minimum of 12 credits at ECU by time of application;
• Have an acceptable record of academic achievement with a minimum GPA of 2.5;
• Agree that by completing this application, you are allowing us to gather information about you through the Banner system.

A complete application has these parts:

1. Preliminary information
   • Demographic information, (this is optional and won’t affect your ability to be funded)
   • Banner ID, name, email address, current GPA and credits completed
   • Name and email address of your co-investigator(s) if applicable. There can be up to three students on one project, but one must serve as the primary applicant and contact
   • Mentor’s complete name, email address and department/school where you will perform the work, and also the name of the person (departmental/school staff member) who is responsible for state funds. If you have a co-mentor, add that person’s name and email address
   • Whether IRB approval for human participant research or IACUC for animal research is required. If affirmative, the date of submission or approval. No awards will be made without a pending or approved human subjects or animal protocol

2. Project category: 1) Humanities/Arts, 2) Social Science, 3) Biomedical Science, or 4) STEM. If you are unsure, please ask your mentor or the Office of Undergraduate Research

3. Project Title

4. Budget Amount ($2000 max.) Honors College students may apply for a maximum budget of $2500.

Two Attachments

5. A paragraph that describes your proposed research/creative activity, thesis or project. (Approximately 300 words max. There is an absolute limit of 3000 characters with spaces.)
   • For beginning research: purpose, hypothesis, significance, your role in a larger project (if applicable) methodology and any preliminary results;
   • For ongoing research: purpose, hypothesis, significance, your role in a larger project (if applicable) methodology, previous results;
   • For creative activity: purpose, significance, medium, anticipated venues for presentation/performance
6. **Budget justification** (Approximately 200 words or 2000 characters with spaces max.) What are the costs of your project? Do you have other sources of funding? Justify stipend requests. Stipends* are set at a specific amount. Asking for a stipend will not impact whether or not you receive an award.

*Stipends* are set at a minimum of $500 and a maximum of $1500 per semester (one semester max) or $2000 for the first summer session. The minimum is set due to the administrative burden for amounts lower than that. You can receive a stipend for either one semester or the first summer session, not both. Stipends are intended to allow students to work on a project in lieu of working at a job for pay. Stipends are NOT normally awarded if student is earning course credit for work performed on a project. However, if it is anticipated that the student will work on the project for time and effort over and above what is required to receive the course credits, a stipend is appropriate.

After submission, the **application will be emailed directly to your mentor for approval.** No recommendation letters are required nor will be accepted.

**Please note:**
1. A committee made up of University faculty will review applications. All applicants will receive notification by ECU email regarding the status of their applications as soon as possible after the review. Some applications may be awarded at a reduced level. Budgets should be adjusted with your mentor and the administrative assistant in your unit who will administer the funds after transfer.
2. All funds must be spent as soon as possible after disbursement by May 2018.
3. Recipients of these grants will incur an obligation to submit a final report due either May 30, 2018 (for students graduating in May) or Sept. 30, 2018 (for those graduating later).
4. Recipients of these grants will also incur an obligation to present their results at ECU’s Research and Creative Achievement Week and/or SNCURCS, the statewide undergraduate research symposium.
5. A summer stipend should replace the wages that you receive for an on-campus or off-campus job, rather than supplement them.
6. Applications can be submitted by one (1) primary investigator and a maximum of two (2) co-investigators. All must be undergraduate students. The primary investigator will be the correspondent.
7. Only one application per investigator, and one application per project, is allowed

**Questions and/or concerns: Please contact** [ugresearch@ecu.edu](mailto:ugresearch@ecu.edu) or call 252-328-9476.

Submit completed application to the Smartsheet Application found at [URCA](http://urca) by 5 PM on the due date.

7/18/2018