2022-2023 UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS
APPLICATION INSTRUCTIONS

Fall Deadline: 5PM Sep. 30, 2022
Spring Deadline: 5PM Jan. 27, 2023

Applications are submitted via a form at this application link. Before you begin to 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 as some of our procedures have changed. Failure to include all of the items requested components or to adhere to character maximums 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 will not affect your ability to be funded)
   • Banner ID, name, email address, and credits completed
   • Name and email address of your co-investigator, if applicable. There can be up to two 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. If you have a co-mentor, add that person’s name and email address
   • Name and email of the person (departmental/school staff member) who is responsible for state funds. Ask your mentor for this information.
   • Whether or not 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 participant or animal protocol.
2. Project category: 1) Humanities/Arts, 2) Social Science, 3) Biomedical Science, or 4) STEM (non-biomedical science, technology, engineering, and math). If you are unsure, please ask your mentor or the Office of Undergraduate Research
3. Project Title (50 characters with spaces)
4. A paragraph that describes your proposed research/creative activity, thesis or project.
   • Approximately 400 words. There is an absolute limit of 3000 characters with spaces.
• For beginning research: purpose, hypothesis or problem statement, significance, your role in a larger project (if applicable), methodology and any preliminary results;
• For ongoing research: purpose, hypothesis or problem statement, significance, your role in a larger project (if applicable) methodology, previous results;
• For creative activity: purpose, significance, medium, anticipated venues for presentation/performance.

5. **Budget Information** ($1500 max. per investigator, $2000 max. per project, with Undergraduate Assistantships between $500-1000 each person) Honors College students may apply for additional funds of up to $500. However, an Assistantship will not be higher than $1000. Please refer to the chart below or use the budget calculator at [URCA Budget Calculator](#) (you must download the calculator in order to use this tool).

<table>
<thead>
<tr>
<th>Number of Investigators</th>
<th>Member of Honor’s College</th>
<th>Assistantship Max Allowed</th>
<th>Total Allowed</th>
</tr>
</thead>
<tbody>
<tr>
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<td>No</td>
<td>$1000</td>
<td>$1500</td>
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<tr>
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<td>$1000</td>
<td>$2000</td>
</tr>
<tr>
<td>2</td>
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<tr>
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<td>Yes</td>
<td>$1000/investigator</td>
<td>$2500</td>
</tr>
</tbody>
</table>

• Provide an estimated itemization of the project expenses for the amount listed above. You do not need to include a justification for an assistantship. If you are only requesting an assistantship, please input N/A. Approximately 150 words or 1500 characters with spaces max. Please see the Budget and Spending Guidelines section on page 2.

6. **Time Period** Applicants can request funding for Fall 2022, Spring 2023, or Summer Term 1. Because of our funding sources, no funds will be awarded for Summer Term 2. Please see the Spending Deadlines sections on page 2 of these instructions for more information on when funds will be transferred and the deadline to spend these funds.

**Budget and Spending Guidelines:**
1. Undergraduate Assistantships are set at a minimum of $500 and a maximum of $1000 per investigator. Minimum is set due to the administrative burden.
2. Any equipment that is required to carry out the project and is purchased with these funds remain the property of the department where your project will take place.
3. Student travel cannot be paid for with these funds. If your research requires you to travel it is suggested that you request the maximum Undergraduate Assistantship and use those funds to pay for your travel expenses. Funding for students to travel to present their research can be requested by applying for a Conference Award through the Office of Undergraduate Research website.
4. Food cannot be purchased with these funds.
5. If you are requesting funds for participant incentives, please speak with your mentor and funds administrator regarding the current participant incentive procedures and requirements.
Spending Deadlines:
1. For projects being carried out in Fall 2022, all funds must be spent by December 31, 2022. If the funds are not spent by this deadline remaining funds may be pulled back.
2. For projects being carried out in Spring 2023, all funds must be spent by May 19, 2023. If the funds are not spent by this deadline remaining funds may be pulled back.
3. For projects being carried out in Summer Term 1 all funds must be spent by June 30, 2023. If the funds are not spent by this deadline all remaining funds will be pulled back.
4. For all terms, funds cannot be rolled over into the next fiscal year which begins July 1.

After submission, the application will be emailed 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. Recipients of these grants will incur an obligation to submit a final report due either December 31, 2022 (for students graduating in December), May 30, 2023 (for students graduating in May), or Sept. 30, 2023 (for those graduating later). These should be submitted at Final Report Link.
3. Recipients of these grants will also incur an obligation to present their results at ECU’s Research and Creative Achievement Week, SNCURCS, the statewide undergraduate research symposium, or ECU’s Undergraduate Research Summer Symposium.
4. Undergraduate Assistantships should replace the wages that you receive for an on-campus or off-campus job, rather than supplement them.
5. Applications can be submitted by one (1) primary investigator and a maximum of one (1) co-investigator. All must be undergraduate students. The primary investigator will be the correspondent.
6. Only one application per investigator, and one application per project, is allowed.
7. At the end of the application, please check the box “Send me a copy of my responses” and retain the resulting email for your records.

Questions and/or concerns: Please contact ugresearch@ecu.edu or call 252-737-5426.

Submit completed application to the Smartsheet Application found at URCA by 5:00 pm on the due date.