2022-2023 UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS
APPLICATION INSTRUCTIONS

Spring Deadline: **5:00 PM 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 since the Fall 2022 URCA cycle. **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 credit hours by time of application;
- 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 (ugresearch@ecu.edu).

3. **Project Title** (up to 50 characters with spaces).

4. A paragraph that describes your proposed research or 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; the awarded amount is subject to change**
pending availability of funds. 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>
<td>1</td>
<td>No</td>
<td>$1000</td>
<td>$1500</td>
</tr>
<tr>
<td>1</td>
<td>Yes</td>
<td>$1000</td>
<td>$2000</td>
</tr>
<tr>
<td>2</td>
<td>No</td>
<td>$1000/investigator</td>
<td>$2000</td>
</tr>
<tr>
<td>2</td>
<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 below.

6. Revision to Previous URCA Applications:
• If you previously applied for an URCA award for this project and were not awarded, please provide a short paragraph explaining revisions you have made to the project or application. This should be no more than 200 words or 2000 characters max with spaces.

7. Personal Statement:
• Provide a short paragraph on how an URCA award will impact your career goals. The essay should speak to a personal experience that has had a broader impact on your education/training thus far. A few examples of topics could include: A person who has inspired you; The importance of local advocacy and outreach efforts in your field of study; The importance of conducting rigorous science; The importance of creativity.
• The essay must be your own creative work. Using someone else's work without citing the source is not permissible – this includes copying, rephrasing, and borrowing facts, statistics, or other material.
• This should be approximately 300 words or 3000 characters max with spaces.

8. Time Period: Applicants can request funding for Spring 2023 or Summer Session 1. Because of our funding sources, no funds will be awarded for Summer Session 2. Please see the Spending Deadlines sections on page 3 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. Undergraduate Assistantship eligibility requirements (below) are set by the Student Employment Office. These vary from the URCA requirements and it is the responsibility of the faculty mentor to verify the GPA and enrollment requirements for assistantships.
   o An Undergraduate Assistant have minimum 2.5 GPA at the time of employment.
   o An Undergraduate Assistant must have completed 30 semester hours.
   o An Undergraduate Assistant must be enrolled at least half time in an on-campus ECU undergraduate degree program (minimum 6 sh fall/spring semesters).
   o The Undergraduate Assistantship Policy can be found at ECU UGA Policy.
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 for an Undergraduate Assistantship and use those funds to pay for your travel expenses. You can explicitly request funds for travel by applying for a Conference Award through the Office of Undergraduate Research (UG Research Opportunities).

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 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.

2. For projects being carried out in Summer Session1 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.

3. 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. Applications may be awarded at the requested amount or adjusted at a reduced level. If awarded, then budgets should be coordinated with your mentor and the administrative assistant after funds are transferred.

2. Recipients of these grants will incur an obligation to submit a final report due either May 30, 2023 (for those graduating Spring 2023) 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 other conference or symposium as guided by their mentors.

4. 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.

5. Only one application per investigator, and one application per project, is allowed.

6. 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.