

UNDERGRADUATE RESEARCH SUPPLIES-AND-EXPENSE GRANT

Information and Application Procedure

I. FUNDING AVAILABLE

Each fall and spring semester, the Undergraduate Research Program awards supply-and-expense grants of up to \$150 to support undergraduate research projects. Honors Degree With Distinction and Degree With Distinction candidates enrolled in UNIV-401 or UNIV-402 may apply for up to \$250. **Application deadlines are October 1 and Feb. 22.** Applications are reviewed by a faculty advisory committee; awards are announced within three weeks after the application due date.

II. ELIGIBILITY

Any undergraduate involved in research may apply for funding. The research may be in an apprenticeship with a faculty researcher, for an Honors Degree With Distinction or Degree With Distinction thesis, for an Honors course, or for an independent study project. Types of expenses funded include purchase of expendable materials, photocopying costs, transportation to libraries and to professional conferences, etc. Research assistants may apply for extra expenses incurred by their faculty sponsors as a result of taking on the undergraduate assistant. Students in courses should apply only for extra costs that are due to research; normal course costs such as books, tuition, typing of the final paper, etc., are ordinarily not eligible. *NOTE:* The cost of typing or word processing a senior thesis cannot be covered by a grant. Photocopies of a senior thesis cannot be covered by a grant.

III. INSTRUCTIONS FOR COMPLETING THE UNDERGRADUATE RESEARCH GRANT APPLICATION

A. Complete the COVER PAGE.

B. Complete the BUDGET information on the reverse side of the cover page.

1. List each expense by item and cost in the column provided.
2. Beside each item, explain the need for that expenditure. If you need more space, use the bottom half of the page.
3. Sign the budget page.
4. Have your faculty sponsor sign the budget page.

C. Write and attach a one-to-two page DESCRIPTION, typed and double-spaced, of the research project for which grant money would be used. The project description must be written by the student investigator in a faculty-student collaboration.

1. Include the project title.
2. Name your faculty sponsor.
3. Indicate whether the project is an Honors Degree With Distinction or Degree With Distinction thesis, part of your research assistance work, an assignment for a course, an independent study project, or another project. Include the course number under which you are registered.
4. Describe the question you will investigate, its background and significance, your methodology, what you hope to achieve. If this is a group project, add an explanation of your individual role within the group.
5. Sign the project description.

D. Submit your application to the Undergraduate Research Program, 12 W. Delaware Avenue.

E. Your faculty sponsor must submit a LETTER OF SUPPORT for your funding request. This letter must reach the Undergraduate Research Program office (12 W. Delaware Avenue) or undergradresearch@udel.edu by the application deadline.

UNDERGRADUATE RESEARCH SUPPLIES-AND-EXPENSE GRANT
PROPOSAL COVER PAGE
PLEASE PRINT

Office Use Only

Ltr _____

Award _____

Applicant Mr/Ms _____ Major _____ Classification _____
Expected Date of Enrolled in
SSN _____ Graduation _____ UNIV-401 or UNIV-402? _____

I am a U.S. citizen _____. I am not a U.S. citizen _____; I hold the following type of
visa _____. Visa expiration date _____
(F-1, J-1, etc.)

Local Address _____ Telephone() _____

City _____ State _____ Zip _____

Permanent Address _____ Telephone() _____

City _____ State _____ Zip _____ E-mail
Address _____

Project Title (**Print Legibly**) _____

Faculty Sponsor _____ E-mail
Address _____ Dept. _____

Total Funds Requested _____ Date Submitted _____

The priorities for awarding grants to well-written proposals will be as follows: (1) DWD or HDWD senior thesis student, (2) second-semester junior who is a DWD or HDWD candidate, (3) a student who is the only research assistant for his/her faculty adviser, (4) students who work with the same faculty member but on separate projects, (5) students who work in a group on the same project.*

PLEASE CHECK THE STATEMENT BELOW WHICH APPLIES TO YOU:

I am a current HDWD or DWD candidate; my expected date of graduation is _____.

I am applying this semester for HDWD or DWD candidacy; my expected date of graduation is _____.

My faculty sponsor has no other undergraduate research assistants requesting funds this semester.

This semester I am the only undergraduate working on my research project, but not the only undergraduate research assistant working with my faculty member. My faculty sponsor currently has more than one student applying for funds.

I am a member of a research group* that is requesting funds this semester.

* For group applications, *each* group member must write his or her *own project description*, including a discussion of that member's individual role in the project. Only one member of the group, however, should complete the *budget* section; all other group members should refer the readers of the grant application to the budget section of the member of the group who has been selected to complete the budget page. The normal maximum award to a group is \$150.00.

(over)

UNDERGRADUATE RESEARCH SUPPLIES-AND-EXPENSE GRANT

PROPOSAL BUDGET

Funds Requested: (Describe fully)

| | |
|-------|----------------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| | TOTAL \$ _____ |

If awarded this grant, I agree to submit an evaluation to the Undergraduate Research Program at the end of this term.

Applicant _____ Date _____

If my student is awarded this grant, I agree to submit an evaluation to the Undergraduate Research Program at the end of this term.

Faculty Sponsor _____ Dept. _____ Date _____