Spring 2018 UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS
APPLICATION INSTRUCTIONS

Deadline for Spring applications is 5 PM Jan. 26, 2018. Applications are submitted via a Qualtrics survey at the web address on the URCA website. Before you begin work on the application, you must gather all the parts, as you cannot save data in the Qualtrics form. Awards will be announced in late February 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;
• Understand that by completing this application, you are allowing us to gather information about you through the Banner system.

A complete application has three parts, including

1. Checkbox and fill in the blank information.
   • We ask for some preliminary demographic information but this is optional and won’t affect your ability to be funded.
   • We require your banner ID, name, email address, current GPA and credits completed.
   • You will also need the name and email address of your co-investigator if applicable. There can be up to three students on one project, but one must serve as the primary applicant and contact.
   • You will need your mentor’s complete name, email address and department where you will perform the work, and the name of the person in your mentor’s department who is responsible for state funds. If you have a co-mentor, add that person’s name and email address.
   • Finally, you need to determine the category of your project: Humanities/Arts, Social Science, Biomedical Science, STEM. If you are unsure, please ask your mentor or the Office of Undergraduate Research.

2. A statement 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

3. A budget amount ($2000 max.) and budget justification (Approximately 200 words or 2000 characters with spaces max.) Honors College students may apply for a maximum budget of $2500.
   • 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.

12/12/2017
*Stipends* are set at a minimum of $500 and a maximum of $1,500 per semester (one semester max) or $2,000 for the first summer session. The minimum is set based on the amount of administrative burden for smaller amounts. 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 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.

In addition, the application must have supporting documents, including

- One completed **recommendation form** from the faculty member who will serve as your mentor or project supervisor (no letters, just the completed form). No other letters are required or will be accepted. Completed form must be emailed directly to ugresearch@ecu.edu by the faculty member.
- Completed check box that states 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.

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 or call 252-328-9476.

Submit completed application to the Smartsheet Application found at [https://app.smartsheet.com/b/form/37e45fa249724fe7ae8bf92e526cde3b](https://app.smartsheet.com/b/form/37e45fa249724fe7ae8bf92e526cde3b) by 5 PM Friday Jan. 26, 2018. The reference needs to be emailed directly by the faculty mentor to ugresearch@ecu.edu.