WHAT IS THE FORMAT AND DEADLINE FOR SUBMISSION? DO I HAVE TO SUBMIT LETTERS?
URCA Award forms are included in the online URCA application. The deadline is 5 p.m. on the last Friday of September and the last Friday in January. Students should have prepared a narrative and budget justification before beginning, as described in the URCA Awards Application Instructions. The reference form should be sent to ugresearch@ecu.edu directly by your mentor by 5 p.m. on the deadline dates. There are no exceptions to these dates.

I HAVE RECEIVED AN URCA AWARD LAST YEAR. CAN I APPLY AGAIN?
We are accepting applications from those who have received an award previously. However, we will check to make sure that you have submitted a report and complied with the presentation requirement for the past award before we consider your application.

HOW MUCH MONEY CAN I GET?
The maximum award is $2,000, or $2,500 for Honors College students. There is a minimum stipend amount of $500 and maximum of $1,500 per semester or $2,000 for the summer. If a stipend is requested, that will take up part of the $2,000 budget.

HOW DO I KNOW WHAT MY CATEGORY IS? WHY IS IT IMPORTANT?
Most categories are clear, however, some are not as clear. For example, nursing is usually not Biomedical, but Social Science. Some Biology proposals are Biomedical while others are STEM (Science, Technology, Engineering and Mathematics). You could discuss with your mentor or talk to Director of Undergraduate Research Dr. Mary Farwell for clarification. It is important because the proposals are reviewed by discipline-specific reviewers.

HOW CAN I BE SURE THAT MY APPLICATION IS COMPLETE?
You will get a message at the end of the survey that says that the application is complete. You should also have the mentor send the reference form by the same day. As long as all forms are received before 5 p.m. on the deadline day, your application is complete.

THERE IS NOT ENOUGH SPACE TO EXPLAIN MY WHOLE PROJECT - WHY CAN’T I ADD MORE WORDS OR PAGES TO THE APPLICATION?
All applications are electronically reviewed by the URCA committee. We have chosen 3,000 characters with spaces as the limit. It is not fair to all for applications to have multiple files attached. Conciseness is recommended. Therefore, any extra materials that are submitted will be deleted. Those that are too long will not be reviewed.
HOW DOES THE STIPEND WORK? CAN I GET A STIPEND AND CREDIT FOR THE SAME PROJECT?
Stipends are set at a minimum of $500 and a maximum of $1,500 per semester (one semester max) and $2,000 for the first summer session. You can receive a stipend for either the 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 a 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.

CAN I GET A STIPEND FOR WORK DURING THE SPRING SEMESTER?
Yes, however, you must justify that you have the time to earn the stipend. If the award is made in February for the spring funding cycle, assume that you cannot start getting paid until March 1. That would give you approximately eight weeks for payment.

I HAVE A JOB ON CAMPUS. CAN I STILL GET PAID FOR THE JOB AND A STIPEND FOR RESEARCH?
It is recommended that students work no more than 30 hours total at all jobs. The form does not have this as a stipulation, but before you apply for the stipend you need to convince yourself and your mentor that you will have time to do the research activity as well as your coursework.

CAN I GET A STIPEND FOR THE FIRST SUMMER SESSION IF I AM GRADUATING IN MAY?
No, you cannot receive a stipend for the first summer session if you are graduating in May.

CAN I CHANGE MY GRADUATION DATE IN ORDER TO GET PAID IN THE SUMMER?
Although we cannot prevent you from changing your graduation date, if you are scheduled to graduate in the spring, we will not approve a stipend for the summer.

I WANT TO GO TO A CONFERENCE TO PRESENT MY WORK. CAN I ASK FOR FUNDS IN THE BUDGET TO TRAVEL TO THE CONFERENCE?
No, you cannot use the money for travel to a conference. The Office of Undergraduate Research has another avenue for that request.

I NEED TO TRAVEL TO DO MY PROJECT. CAN I ASK FOR FUNDS TO TRAVEL TO THE SITE?
Yes, as long as it is justified in the budget.