UEC Student Research Award
Submit to the University Enrichment Committee
c/o Associate Dean for Experiential Learning and Civic Scholarship Renee Houston, Jones 212
Earlybird: September 15, 2017
Fall Due Date: November 3, 2017
Spring Due Date: April 6, 2018

Incomplete or late applications will not be considered.

Name: ________________________________  UPS ID: __________________
Email: ________________________________  Phone: __________________
Class standing (or # units earned): __________
Project title: ________________________________
Advisor’s name: ________________________________
Project dates:  From ________________  To ________________

Total requested: $ ________________

Did you submit this application for a Summer Research Grant in Science and Mathematics?
Yes_______  No_______

Does your research involve the use of human participants?  Yes_____  No_______

If yes, please see Student Research Involving Human Participants to determine whether your research will require Full IRB Review, is eligible for Expedited Review, or is Exempt from review.

- If exempt, please include a statement of exempt approval status from your departmental IRB designate as described in this checklist.
- If requiring expedited or full board review, please include a copy of all completed and approved IRB materials, or evidence of where you are in obtaining IRB approval, with your application.
- If your research will be conducted in a foreign country, your approval will require the signature of the IRB chair, regardless of its IRB status.

Does your research involve the use of non-human vertebrate animals?  Yes ____  No ____

If yes, please see Student Project Animal Use Protocol instructions.

- Please include a copy of the IACUC approval letter, or evidence of where you are in obtaining approval, with this application.

Does your research involve travel outside of the United States?  Yes________  No________

Name of country, if applicable ________________________________
If yes, contact Eowyn Greeno, International Programs Advisor, at ext. 2513 to make an appointment to discuss your travel plans and receive instructions concerning all formal documents that must be completed as part of your travel grant application. **Please obtain the advisor’s signature below to verify completion of needed documentation.**

- The University of Puget Sound does not support travel to countries currently on the Department of State’s travel warning list and on the Centers for Disease Control’s travel health warning list.

**Project Advisor Approval**

*As the project advisor, I approve this student’s application, including the proposed budget.*

_________________________________________________________________

Project advisor’s signature Date

Eowyn Greeno, International Programs Advisor Date

(to verify completion of documents for students traveling outside the U.S.)

Attach all application materials and submit to Associate Dean for Experiential Learning and Civic Scholarship Renee Houston, Jones 212. Deadlines for 2017-2018 applications are November 3, 2017 (Fall term) and April 6, 2018 (Spring term).

**Early-bird applications are due September 15, 2017 (Fall term).**

**Checklist for a complete application**

- Application form (with all signatures) _______
- Project proposal (maximum of 5 pages) _______
- Budget _______
- Letter of support _______
- IRB, IACUC, and/or travel documents, if applicable _______

**As the student applicant, I agree to provide the required reports. I understand that failure to do so will result in cancellation of the grant.**

If selected for an award, I understand that my name, research title, project proposal, advisor’s name, and academic major may be released to newspapers or individuals in connection with university communications about the student research program.

_________________________________________________________________

Student signature Date
Application Guidelines
UCEC Student Research Award

Complete applications should include:

1. **Application form**
   Be sure to obtain all signatures requested.

2. **Project proposal**
   Maximum of 5 pages, including the following elements:
   
   a. **Abstract.** Write a summary of no more than 100 words describing the purpose and methods of the project.

   b. **Student’s background/preparedness.** Discuss relevant preparation from academic courses, research assistantships, and/or other experiences (e.g., work, internships, travel). What makes this research area interesting to you?

   c. **Research purpose, significance, and rationale.** Discuss the purpose and value of the research in both non-technical as well as formal disciplinary terms. Provide background on the topic, such as its theoretical/historical context in general and within the field, and include citations of directly relevant prior research.

   d. **Methods of study.** Discuss hypotheses or specific questions to be investigated and methods of analysis or proof to be applied.

   e. **Communicating findings.** Describe how you will communicate the results of the project to the Puget Sound community in a manner appropriate to the project (e.g., written paper, seminar presentation, etc).

   f. **Bibliography** (this may be in addition to the five-page proposal). If appropriate, you may divide this section into works cited in the proposal and those you propose to examine as part of the project.

   g. **Will your research involve human subjects?** If so, you will need to obtain approval from the IRB (Institutional Review Board) before carrying out your research. If your project requires IRB committee approval, the protocol must be reviewed and approved before the last committee meeting of the semester or year. **No funds for research involving human subjects will be released without this documentation being on file in the Associate Deans’ Office prior to beginning research.** IRB documents included in your application are not counted against the 5-page maximum length.

   h. **Will your research involve nonhuman vertebrate subjects?** If so, you will need to obtain approval from the IACUC (Institutional Animal Care and Use Committee) before carrying out your research. If your project requires IACUC approval, the protocol must be reviewed and approved before the last committee meeting of the semester or year. **No funds for research involving nonhuman vertebrate subjects will be released without this documentation being on file in the Associate Deans’ Office prior to beginning research.** IACUC documents included in your application are not counted against the 5-page maximum length.
3. **Budget**

Please prepare a budget that includes a list of all anticipated expenses, an explanation and justification for each expense, and the expected cost of each item. Be explicit on all items listed. For example, “mailing expenses” should include number of pieces at a specific cost; “mileage” should include number of trips and destinations @ .535 cents per mile; “equipment” should list specific items with cost including sales tax; “materials” should include quantities and include sales tax. Note the UEC will not pay more than $2.00 per subject for survey mailing-related costs, or more than $2.00 per minute for transcription costs. Be sure to identify *all* of the anticipated research expenses, even if this brings the total to more than $500, and clarify how you will execute the project if the budget exceeds the $500 maximum award.

4. **Letter of support**

Obtain from the project faculty advisor. This letter should address such items as project value and feasibility, value to the student’s educational and/or professional goals, relationship to the student’s current educational program, and accuracy and completeness of the proposed budget.

5. If applicable, **travel documentation.** (See application form for details.)

Submit one print copy of your complete application materials to the University Enrichment Committee, c/o Associate Dean for Experiential Learning and Civic Scholarship Renee Houston, Jones 212.