



COLLEGE *of*
CHARLESTON

UNDERGRADUATE RESEARCH
AND CREATIVE ACTIVITIES

2017–2018

Grant Description and Guidelines

Major Academic Year Support (MAYS)
Research Presentation Grant (RPG)

*Fostering Unique Collaborative Experiences for
Students and Faculty*

URCA Program Description and Guidelines 2017-2018

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Purpose of URCA Grants

The purpose of these grants is to expand the opportunities for undergraduate students and faculty to work collaboratively on scholarly projects in the academic year and during the summer.

Research and creative activities are defined in different ways by different disciplines, but in the context of this program these endeavors might be defined as *“any intellectual, inquiry-based project undertaken by the undergraduate student that advances the knowledge of the student in an academic discipline, immerses the student in the culture of the discipline, and leads to new scholarly insights or the creation of new works that add to the wealth of the discipline.”*

As part of this program the work must be done under the direction of a CofC faculty member. Projects may be initiated by students or may be the faculty projects in which students are invited to participate.

Faculty-student collaboration in academic research and creative works is one of the most enriching and rewarding experiences on an undergraduate campus. In fact, this activity is so important that it is becoming one of the standards of excellence by which nationally pre-eminent undergraduate institutions are measured. It is hoped that the faculty-student teams who work on these projects will serve as ambassadors of excellence both on and beyond the College of Charleston campus.

Students who participate in these projects are expected to gain a better appreciation for the nature of scholarly work. Faculty members who participate in these projects are expected to imprint understanding and love of scholarship on the students and to help the students develop skills appropriate to the discipline of the inquiry and also to develop improved communication skills.

It is expected that the faculty member will play a key role in the design and management of the project and they will mentor the student throughout the project or presentation. It is required that the student will be more than an apprentice in the process, and that the student has been encouraged to provide creative input into all aspects of the process. It is up to the applicants to explain the nature of the student and mentor involvement in the project.

Who May Apply?

Each application requires at least two participants: a CofC undergraduate student and a CofC faculty member.

Student Applicant:

The student applicant must be a degree seeking College of Charleston undergraduate student with a minimum GPA of at least 2.5 in the major and cumulatively. Applicants who have cumulative GPAs of at least 3.0 are significantly more competitive than those with GPAs below 3.0. Students are expected to be enrolled as a full-time student. If a student is registered for fewer than 12 hours, their part-time status must be clearly justified in the application. A student may not submit more than one MAYS project proposal and one RPG project proposal for any given deadline.

URCA awards are not intended to support research efforts of recent graduates of the College of Charleston, nor do they support graduate students. Therefore, undergraduates who will graduate before the project end date should not apply for funding. RPG awards are allowed for recent graduates of the College, as long as the student is enrolled at CofC at the time of application.

Faculty Applicant:

Preference will be given to roster faculty members (tenure-track faculty, instructors, visiting faculty), although non-roster faculty members are encouraged to apply. A CofC faculty member must serve as the primary mentor on the project. Students who are working with faculty in partnership universities (e.g., MUSC, The Citadel) may apply as long as a CofC faculty member serves as the primary mentor and that the mentoring activities are articulated in the proposal.

A faculty member may not submit proposals for more than two MAYS grants for any given deadline, and no more than two in any given academic year. An exception to this rule may be made if a faculty is encouraged by the review committee to resubmit a revised grant. Please contact the URCA director if this is the case. No limit is placed on the number of RPG grants for which a faculty member may apply. Multiple grant proposals may be for the same project or different projects. If more than one student is working or presenting on a single project mentored by the same faculty member, each student must submit a separate, unique proposal to be considered for funding and each student applicant's distinct role must be made clear.

NOTE: In the review process, strongest consideration is given to the highest quality grant proposals; however, the panel will also be interested in supporting the work of as many individual students and faculty and as many different projects as possible in a given fiscal year. Therefore, applicants should understand that multiple grant awards to the same student or faculty member in a given fiscal or academic year may be given a lower priority.

When to Apply

For the 2017-2018 academic year, application materials (both hard copies—Part I, and electronic copies—Part II) must be **submitted before 5 pm on the appropriate date indicated below:**

MAYS:

August 28, 2017 (approximate notification/start date: September 30, 2017)

October 30, 2017 (approximate notification/start date: November 30, 2017)

MAYS applications may be submitted to URCA at either of the two established deadlines. Funds are not held in reserve so that awards may be issued to worthy proposals later in the academic year. For this reason, applicants are encouraged to apply as soon as possible for funding from the program. Applications for MAYS funds may include projects that occur during the Fall Semester, Spring Semester, December break, or Maymester. Projects occurring primarily during the summer should be submitted as SURF proposals (Deadline: February 6, 2018).

RPG:

July 10, 2017 (for conference travel August 15-October 31)

August 28, 2017 (for conference travel October 15-January 31)

October 30, 2017 (for conference travel January 15-April 30)

January 22, 2018 (for conference travel April 15-June 1)

RPG application deadlines are determined by the conference travel dates. Please allow 3-4 weeks for grant processing and review.

Under no circumstances will late applications be accepted. For an application to be considered on time and complete, both the FINAL hardcopy (Part I) and electronic copy (Part II) must be submitted by 5pm on the deadline. Faculty members should note that the signatures by the department chair is required; therefore, an appropriate amount of time should be set aside for their review before the deadline. The URCA program staff will not be responsible for ensuring that chairs complete their review by the deadline; this is the responsibility of the submitting faculty member. Applications received after the 5pm deadline will not be reviewed. Incomplete/partially submitted applications will be eliminated from the review process.

Proposal Review Process

A review panel made up of faculty representatives from all Schools of the College will evaluate the proposals; it should be assumed that the reviewers are *not* knowledgeable about the specific content area of the proposed work. It generally takes about 3-4 weeks after submission of an application for notification of the final status of an application.

The reviewers will be asked to assess each application using the following criteria for each award:

MAYS:

- Intellectual and academic merit of the project
- Academic preparation of the student to conduct the project
- Motivation of the student
- Quality of writing in proposal (e.g., sophistication of sentence structure, grammatical precision, absence of careless errors)
- Availability of the faculty mentor to effectively mentor the student
- Quality of mentoring plan
- Ability of the student to balance project commitment with other academic commitments
- Clarity and appropriateness of the description of the roles of the team members
- Appropriateness of the budget
- Likelihood of communication of project results to the academic community

RPG:

- Quality of the conference/presentation forum
- Role of the student in the presentation of results
- Mentoring plan
- Value of the experience for the student
- Quality of writing in proposal (e.g., sophistication of sentence structure, grammatical precision, absence of careless errors)
- Motivation of the student
- Appropriateness of the budget

GRANT SPECIFIC INSTRUCTIONS

MAJOR ACADEMIC YEAR SUPPORT (MAYS)

Amount and Duration of MAYS Grants

The funds for MAYS awards are limited and will be awarded by the Director on a competitive basis, based upon the recommendation of a faculty review panel and available funding. **The maximum award is \$4,000 per application. Project funds may be used to support specific material costs of the project, travel directly associated with the project (this does NOT include travel for dissemination of results), and other direct costs of the project.** The dates of the project are flexible, but requested support for MAYS projects must be within the academic year of the application. All funds must be expended by the last day of Maymester.

NOTE: MAYS grants no longer provide support for student stipends.

Team Member Obligation to the Project

Student Role: It must be made clear in the proposal that 1) the student is academically prepared to have a significant role in the project, 2) that the student's role is more than apprentice or research assistant – the student must have a substantive and central role in the project, 3) the student will have sufficient time to conduct the proposed work, 4) performing the work of the project will not have an adverse effect on other obligations of the student, 5) the student understands the significance of participation in scholarly work with a faculty member, and 6) the student intends to participate in the dissemination of the results of the project, even if dissemination occurs after graduation. Any obligations that the student has in addition to the proposed work on this project (including courses, employment on or off campus, tutoring, serving as a supplemental instructor, leadership position in a club or organization, etc.) must be described in the **Student Statement of Intent** section of the application. The **Student Statement of Intent** is where the student explains how he/she will balance commitments to meet all of his/her obligations.

In collaboration with faculty mentors, student participants in funded projects are expected to submit a formal final report within 4 weeks of the project end date. The report should summarize the results of the project and should include a final budget report. **The student-mentor team should use the MAYS final report form that may be accessed on the URCA website.** Failure to submit a report will jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA.

Faculty Role: Faculty mentors must convince the reviewers that they have the time and resources to effectively mentor the student(s) working on the funded project while meeting the contractual obligations of instruction during the academic year. They must ensure that the grant proposal clearly articulates the role of the student in the funded project. They must agree to supervise all grant activities and obligations of the student, including the required final report.

Faculty mentors are entirely responsible for proper administration of the grant funds, including proper procedures for travel arrangements and student stipend disbursement. Faculty must submit a final expense report, along with the project report, **no later than 4 weeks after the project end date**. The final report forms may be accessed on the URCA website. Faculty mentors of funded projects are responsible for reporting any funded projects into the Faculty Activity System (FAS) **within two weeks of receiving the funding**. The FAS must also be updated by the mentor within four weeks of the project end date.

Failure to submit a final report may jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA. The student and faculty mentor are expected to communicate the results of the project in an appropriate forum (see below).

Presentation of Project Results: Where possible, team members of funded projects are expected to present the results of their scholarly work in a public forum. They are strongly encouraged to present summaries of their projects at an appropriate Departmental, School, College-wide, regional, or national public forum. One such forum that is appropriate for most academic disciplines is the National Conference on Undergraduate Research (www.ncur.org); however, regional or national meetings of disciplinary conferences may be preferred venues in many areas.

All participants agree to acknowledge the support of the URCA program and the College of Charleston in any presentations or communication of the results of the project.

What to Submit (checklist on page 17)

Part I. A typed, completed, signed **hard copy** (do not submit Part I electronically) of the following must be submitted by the application deadline to the Director of Undergraduate Research and Creative Activities (**Beth Meyer-Bernstein, 6 Green Way, 2nd floor**) **no later than 5pm** on the stated deadline:

1. Cover Page
2. Project Information Page
3. FERPA waiver with **ALL signatures**
4. A completed proposed MAYS budget table
5. Letter of evaluation by the by mentor along with the completed and signed recommendation form. These documents should be submitted in a sealed envelope that is signed on the flap.
6. A complete unofficial transcript from EACH higher education institution attended by the student applicant (**Note: Degree audits are not accepted**). A course schedule for the duration of the grant period.

*If applicable, copies of IRB/IACUC approvals. Application will be reviewed, however, grant funds will not be transferred until all approvals are received.

Part II. A completed **electronic copy** (PDF) of **Part II** of the MAYS application must be submitted **no later than 5pm** on the stated deadline to the Director of Undergraduate Research and Creative Activities (urca@cofc.edu). Do not submit a hard copy of Part II.

Proposal Preparation

PART I

To be completed, printed, signed, and turned in to the URCA office by the deadline. DO NOT turn in electronic copies of Items 1-6. Items 1-4 should be completed using the fillable PDF that can be accessed on the URCA website urca@cofc.edu.

1. **Application Cover Page:** All items on the cover page should be completed.
2. **Project Information Page:** All items on the project information page should be completed.
3. **FERPA Signature Page:** This must be signed by the student, faculty mentor(s) and the Department Chair. The signatures required do not reflect approval or recommendation for funding; they merely attest to the accuracy of the administrative details.
4. **Proposed Budget Table:** A completed project budget using the MAYS budget form must be submitted. The total cost of the project (URCA funding and other funding) must be clearly indicated on the budget form. The total budget request from the program may not exceed \$4,000. It should be clear that the full amount is going to direct support of the student effort.

All expenditures must be completed by the final day of Maymester.

****NO TRAVEL WILL BE AWARDED FOR THE DISSEMINATION OF PROJECT RESULTS; NO FUNDS MAY BE TRANSFERRED OR PAID TO MENTORS OUTSIDE OF THE COLLEGE OF CHARLESTON**

5. **Faculty Recommendation Form and Letter of Evaluation:** Each faculty mentor involved in the project should provide an independent evaluation of the student using the form and scale provided as well as a narrative description of the faculty member's impression of the student. These must be submitted separately by each faculty member to ensure confidentiality. The form should be printed, signed by the student and then given to the faculty mentor for completion. The letter of evaluation should be attached and should describe the student applicant's aptitude for the work, nature of the mentor's previous interaction with the student, and the mentor's opinion on the likely effect of the experience on the student's development. If the student has received grades lower than Bs in courses relevant to the project, the faculty mentor is expected to explain why he or she believes the student is academically prepared to do independent work on the project and to benefit from the scholarly experience.

After the mentor has completed the evaluation, he/she should place the completed form, and letter of evaluation in a sealed envelope and sign it on the flap.

6. **Transcripts and Course Schedule:** A complete unofficial transcript from EACH higher education institution attended by the student applicant and a schedule of intended coursework during the project period must be submitted with the hardcopy application. (**Note: Degree audits are not accepted.**) If a student has received grades from another institution on coursework that counts toward CofC graduation requirements, the transcript from that institution must be submitted with the application. It is not sufficient that the courses are listed on the CofC transcript.

PART II

To be completed and submitted electronically as a PDF to urca@cofc.edu by 5:00pm on the published deadline.

1. A **Student Statement of Intent** (12 pt font, 1 inch margins, single spaced, Times New Roman, no more than 500 words) **written by the student applicant**, in which the student discusses his or her academic and career goals and explains, in specific and persuasive terms, the importance of the knowledge and skill gained from participation in the project to his or her academic and career development. The student should also address prior research experience and how the project will coordinate with coursework and other commitments (e.g., jobs, student organizations, service organizations). The student must disclose in the statement whether he or she will receive academic credit for work on the project and a description of that credit (i.e., course number, number of credit hours, semester that credit will be awarded) must be incorporated into this statement of intent. In cases where the student has a GPA lower than a 3.0 or grades of C or lower in courses relevant to the project, he or she must include an additional statement (no more 250 words) explaining why the GPA or grades are not a valid reflection of his or her academic preparation. This statement should provide convincing evidence to the review committee that the student is adequately prepared academically and fully committed to carrying out the project successfully.

Intent to continue similar research or creative activity beyond the period of MAYS support will be viewed positively by the review panel and should be addressed in the statement of intent. Intent to participate in the dissemination of results should also be addressed.

A professional tone and strong writing ability are expected in the statement. Therefore, the student is strongly encouraged to work with the faculty mentor while preparing the statement.

2. A **Non-Technical Project Abstract** is a critical component of the application. This abstract should be written collaboratively by the student and faculty mentor. **The abstract is for the purpose of public dissemination of information about the funded project and should make a clear attempt to translate the objective, methodology, and predicted outcomes of the project into terms that would be understood by a general academic audience.** The abstract should be written in 12 pt Times New Roman font with 1 inch margins and single spacing, and should be no more than 250 words in length. Applicants should note that the review panel is particularly sensitive to non-technical abstracts that are full of discipline-specific language that cannot easily be interpreted by one outside the discipline – this error is one of the primary reasons that good proposals are eliminated in a competitive applicant field.

3. A **Project Description**, no longer than **five** pages (12 pt font, 1 inch margins, Times New Roman, single spaced). This section should be jointly written by faculty mentor and student collaborator. ***Appendices or other attached materials are not allowed.*** The project description is expected to contain the following elements in order to be competitive for funding. Although faculty mentors may be primary authors of this section of the proposal, student applicants should be included in the writing of the project description as such experience serves an important role in the student's development as a scholar.

a) **Technical Abstract:** A brief summary of the project in terms typically used in the discipline of the primary mentor.

b) **Project Objectives and Expected Outcomes:** Primary objectives of the project and expected results (stated hypotheses, if applicable) of the project should be stated with clarity. Short-term objectives that are planned for completion during the funded period and also long-term objectives, as appropriate, that will be pursued after the funded effort ends should be included.

c) **Project Significance:** Significance of the project to the applicable discipline should be described. After reading this, members of the review panel (who will most likely not be experts in the field of the proposed work) should be convinced that the work to be done in this project is of sufficient quality that if successful, the results and findings would be of interest to an academic community of scholars in the field of the inquiry. It is typically expected, and strongly encouraged, that referencing outside professional materials be used to support this section of the application.

d) **Methods of Work:**

- Describe how the work on the project will be conducted, including the specific techniques and tools of the discipline that will be used to complete the project. Budget request for specific materials, equipment, and/or other tools of the project should align with this description.
- Describe any special facilities, equipment, or travel that is necessary for the successful completion of this project. Budget request for specific materials, equipment, and/or other tools of the project should align with this description.
- Describe the nature, destination, length, and necessity of any student and/or faculty travel that will occur.
- Describe existing joint efforts of the project team members, any preliminary results that the team members have produced, and existing or planned interactions with other individuals or groups that are potentially beneficial to the project.
- Describe the projected results of the project and their importance to the discipline.
- If the project involves human subjects, describe the status of the IRB request for the project. If the project involves vertebrate animal subjects, describe the status of the IACUC request for the project.
- A timetable or timeline to delineate expectations of meeting projects goals and objectives is encouraged. There should be compelling temporal need to conduct

the project during the specified time period. The temporal need should be related to issues other than availability of the student or mentor.

e) **Faculty Mentor and Student Participant Roles:** The review committee places the highest priority on the quality of mentoring in URCA-funded projects; therefore the mentor should pay careful attention to this statement of how he or she will guide the work of the student on the project. Describe the role of both mentor and student and the nature and extent of their interaction. If the faculty mentor has more than one student applicant for a single project, the mentor should make clear in each application what the student's distinct role in the project will be. Please note that mentor role descriptions that are "cut and pasted" from one student application to another are not typically looked upon favorably by the review panel. The description should explain how the faculty mentor will balance a commitment to the project with other responsibilities. If the project involves a secondary mentor from outside the CofC community, that person's role in the project and as a mentor should be described – make sure, in particular, that the collaborative nature of the project is made clear in light of multiple mentors.

f) **Current and Pending Support:** If applicable, describe other current or potential sources of support available for the project. Include both external and internal sources: title, dollar amount, period of award. Then, address the impact of current and pending support on work described in this application. For pending support, clearly state how the requested funding from this application will be affected by the outcome of other funding decisions. If URCA funding will enable the team to pursue additional goals, clearly delineate that impact (potential or actual) on the project. It is appropriate to submit applications for projects that are also supported by external funding, as long as the PI can clearly state how the URCA funding is essential to the project and will enhance the development of student(s) working on the project.

g) **Student Development:** This section should be written by the faculty mentor and should complement the student's statement regarding the role of the project in his/her development. Specifically, the faculty mentor should describe how funding of this proposal will enhance the development of both academic and career opportunities for the student(s).

h) **Project Dissemination:** Describe when and how the results of this work will be internally communicated to the College of Charleston and describe when and how the project results will likely be externally communicated. Specify how the College of Charleston and the URCA program will be acknowledged for support of the project.

i) **Student Involvement in Application Process:** Clearly indicate the involvement of the student applicant in the preparation of this project description. The reviewers may evaluate this section to get an indication of the nature of the student – mentor interaction expected on the project.

4. **Faculty Information:** All faculty are encouraged to submit MAYS applications whether or not they have previously applied for URCA funding.

- a) **Previous Students:** If applicable, list the students who have worked with you on a research or creative project in the past 2 years (since the summer of 2015) and indicate whether or not they were funded by URCA. If they have graduated, please indicate their current employment/graduate school. If you are a recent faculty hire or have not previously mentored students, please indicate that below.
- b) **Previous Dissemination:** If applicable, list discipline appropriate public dissemination of previous student:faculty collaborations (e.g. publications, art installations, conference presentations) that have occurred over the past two years. Please indicate if the students were funded by URCA.
- c) **Outcomes:** If you have received URCA funding (SURF, MAYS, AYRA) over the past 2 years, describe the outcome(s) of the funded project(s).
- d) **Additional Commitments:** In addition to the standard academic year faculty commitments, describe any other commitments you have (e.g. directorships, extended vacation, additional research obligations) and how that will be balanced with your role as mentor.

5. **References:** List supporting literature references in the accepted format of your discipline. Please be consistent in formatting.

6. **Budget Justification:** In this section of the proposal, each item request from URCA must be specifically justified as essential to the success of the project. Identify sources of additional support for each item as appropriate. If this section is not adequately addressed, the grant proposal will not be funded. Allowable costs are as follows:

- a) **Student Travel:** Only travel needed to conduct the work may be supported. If travel support is requested it must be justified that comparable project results could NOT be obtained through use of professional literature or internet resources. Travel for the presentation of results is not allowed (students should apply for an RPG for presentation travel expenses). Use **ORGA** *per diem* and mileage rates as needed. Faculty members should not submit travel forms on students' behalf and then reimburse the student. Instead, faculty members should assist the student in completing his or her own forms.
- b) **Faculty Travel:** Proposed faculty travel will be scrutinized very carefully. Any faculty travel must be justified in relationship to the student's work and effort and the project goals or objectives. The program will not fund faculty travel without concurrent student travel. Faculty travel is expected to have substantial departmental or school support to be considered. Travel funding is only available to College of Charleston faculty.
- c) **Supplies and Materials:** The total cost of supplies and materials includes the sales tax and estimated shipping costs. Sales tax and shipping costs do not have to be listed separately, but they are real costs that must be paid and therefore considered when

planning a budget. List items over \$250 separately. Items under \$250, such as photocopying, may be listed collectively. The relevance to the project of each request listed must be described. All items purchased with these funds (in part or in whole) are considered to be the property of the College of Charleston, and must remain in the custody and possession of the College of Charleston at the conclusion of the award period. Departmental or School matches for individual items in excess of \$500 are encouraged. If a match will not be made available, the reason must be addressed in the justification section. Items that cost over \$1,000 will require justification based upon student need in this project and by proposed use in future student projects at the College of Charleston.

d) **Other:** Must be justified in relationship to the students' work and effort and the project goals or objectives. Includes contractual services and other miscellaneous costs that are directly related to the research/creative work project. Identify and explain these costs in the Budget Justification.

e) **Cost-Share and External Support:** List any in-kind or cash cost share to the project provided by the Department, School or by external sources. Justify the need for additional financial resources. It is appropriate to submit applications for projects that are also supported by additional internal and external funding, as long as it is made clear that the URCA funding will enhance the project and development of student(s).

Costs related to presentations or publications should not be included, as funds for this purpose are available on a competitive basis by separate application (RPG) or through the Department or School. No consultant costs or subcontracts are allowed.

RESEARCH PRESENTATION GRANTS (RPG)

Amount and Duration of RPG Grants

RPG awards may only be used for travel necessary to present the results of student-faculty research and creative activity at meetings, conferences, competitions, etc. **Student applicants must have a primary role in the presentation of results. Preference is given to cases in which the faculty mentor (or appropriate substitute) will travel with the student to the conference and provide on-site mentoring. However, RPG funds only cover student costs associated with attending the conference or other presentation venue.** The dates of the travel must be within the fiscal year of application.

Team Member Obligation to the Project

Student Role: It must be **made clear** in the proposal that 1) the student is knowledgeable about the project and understands the significance of the research, 2) that the student's role in the project was critical to its completion, 3) the student will have sufficient time to prepare for the presentation, 4) the student will take advantage of all of the benefits of participating in a professional conference beyond their own presentation, and 5) the conference attendance will align with their career goals.

Student participants in funded projects are expected to submit a formal final report, in collaboration with faculty mentors, within 4 weeks of completing travel. The report should summarize the type of presentation, the significance of the learning experience for the student, and include a final budget report with a copy of the student's Travel Reimbursement (TR). **The student-mentor team should use the RPG final report form, which is available on the URCA website.**

Faculty Role: Faculty mentors must convince the reviewers that they have the time and resources to effectively mentor the student(s) leading up to the conference as well as during the conference. A mentoring plan must be clearly articulated in the proposal. They must agree to supervise all grant activities and obligations of the student, including the required final report.

Faculty mentors are entirely responsible for proper administration of the grant funds, including proper procedures for travel arrangements. Faculty must submit a final expense report, along with the project report, **no later than 4 weeks after the project end date.** The final report forms may be accessed on the URCA website. The report should summarize it should summarize the type of presentation and the significance of the learning experience for the student and should include a copy of the student's Travel Reimbursement (TR). All final reports should include a final budget report. **The student-mentor team should use the RPG final report form, which is available on the URCA website.** Failure to submit a report will jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA. Faculty mentors of funded projects are responsible for reporting any funded projects into the Faculty Activity System (FAS) **within two weeks of receiving the funding.** The FAS must also be updated by the mentor within four weeks of completing travel.

What to Submit (checklist on page 18)

Part I. A typed, completed, signed **hard copy** (do not submit Part I electronically) of the following must be submitted by the application deadline to the Director of Undergraduate Research and Creative Activities (**Beth Meyer-Bernstein, 6 Green Way, 2nd floor**) **no later than 5pm** on the stated deadline:

1. Cover Page
2. Project Information Page
3. FERPA waiver with **ALL signatures**
4. A completed proposed RPG budget table with justification
5. A complete unofficial transcript from EACH higher education institution attended by the student applicant (**Note: Degree audits are not accepted.**)

*If applicable, copies of IRB/IACUC approvals. Proposal will be reviewed, however, grant funds will not be transferred until all approvals are received.

Part II. A completed **electronic copy** (PDF) of **Part II** of the RPG application must be submitted **no later than 5pm** on the stated deadline to the Director of Undergraduate Research and Creative Activities (urca@cofc.edu). Do not submit a hard copy of Part II.

Proposal Preparation

PART I

To be completed, printed, signed, and turned in to the URCA office by the deadline. DO NOT turn in electronic copies of Items 1-5. Items 1-4 should be completed using the fillable PDF that can be accessed on the URCA website urca@cofc.edu.

1. **Application Cover Page:** All items on the cover page should be completed.
2. **Project Information Page:** All items on the project information page should be completed.
3. **FERPA Signature Page:** This must be signed by the student, faculty mentor(s) and the Department Chair. The signatures required do not reflect approval or recommendation for funding; they merely attest to the accuracy of the administrative details.
4. **Itemized Budget with Justification:** A completed project budget using the RPG budget form must be submitted. The total cost of the project (URCA funding and other funding) must be clearly indicated on the budget form. Only student travel costs are allowable; support for faculty travel should NOT be included. The maximum amount of the award depends on the location of the conference. For conferences outside the U.S. or conferences west of the Mississippi, the maximum award is \$750 per student. For conferences east of the Mississippi, the maximum award is \$500 (only \$200 per student is allotted for conferences in states that border SC) and for conferences within SC, \$50 per student. **ORGA** *per diem* and mileage rates should be used as

needed. Multiple applicants will be expected to carpool when possible. A **budget justification** must specifically justify each budget item for which support from the URCA program is requested as necessary to the success of the project. If the total project or travel costs exceed the award limit, then description of how the excess will be funded, whether from another award, departmental funding, or personal contributions, must be included. The status (i.e., funded/pending, project dates) of this additional funding should be indicated. Often, submitters omit this section – **please be advised that if this section is not addressed sufficiently, the application will not be funded.**

- Expenses must directly relate to the dissemination of project results.
- Budget costs must be as accurate as possible based on anticipated costs. Please refrain from submitting general “estimates” of expenditures.
- All travel expenses must be included.
- State Travel Authorization Forms and Travel Reimbursement Forms must be completed for the student who receives the grant, not by the faculty member with the intent to reimburse the student.

**** NO FUNDS MAY BE TRANSFERRED OR PAID TO MENTORS OUTSIDE OF THE COLLEGE OF CHARLESTON**

5. **Transcripts:** A complete unofficial transcript from EACH higher education institution attended by the student applicant must be submitted with the hardcopy application. (**Note: Degree audits are not accepted.**). If a student has received grades from another institution on coursework that counts toward CofC graduation requirements, the transcript from that institution must be submitted with the application. It is not sufficient that the courses are listed on the CofC transcript.

PART II

To be completed and electronically submitted as a PDF to urca@cofc.edu by 5:00pm on the published deadline.

1. Project Description:

a) A **Student Statement of Intent** (12 pt font, 1 inch margins, single spaced, Times New Roman, no more than 500 words) **written by the student applicant**, in which the student discusses his or her academic and career goals and explains, in specific and persuasive terms, the importance of the research presentation to his or her academic and career development. The student should describe the forum in which the presentation will be made and the work that will be required to prepare for the presentation. In cases where the student has a GPA lower than 3.0 and/or is taking fewer than 12 hours of coursework, he or she must include an additional statement (no more 250 words) explaining why the GPA is not a valid reflection of his or her academic preparation and/or why the student is enrolled on a part-time basis.

A professional tone and strong writing ability are expected in the statement. Therefore, the student is strongly encouraged to work with the faculty mentor while preparing the statement.

b) The **Non-Technical Project Abstract** is a critical component of the application. This section **must be written by the student, but should be reviewed by the faculty mentor** for its accuracy and appropriateness. The abstract should be written in 12 pt font, Times New Roman, 1 inch margins, single spaced, and should be no more than 150 words in length). The student must provide a brief description of the nature of the research project or creative work that has been completed and a summary of the results that will be presented at the conference. The abstract should be written in a tone appropriate for a general academic audience so that it is understandable to scholars from outside the discipline of the proposed project. Applicants should note that the review panel is particularly sensitive to non-technical abstracts that are full of discipline-specific language that cannot easily be interpreted by one outside the discipline – this error is one of the primary reasons that good proposals are eliminated in a competitive applicant field.

c) **Roles Statement.** This statement should be written by the mentor. (12 pt font, Times New Roman, 1-inch margins, single spaced, and no more than 200 words in length). The review committee places the highest priority on the quality of mentoring in URCA-funded projects; therefore the mentor should pay careful attention to this statement of how he or she will mentor the student throughout the preparation and presentation process. In this statement, the faculty member should make clear the role of the student in the presentation. The faculty member's role in the presentation and its preparation should also be addressed. If the student will not actually do the presentation, the faculty member must address why this is the case and provide substantial justification for the importance of having the student attend the conference/presentation forum. It is expected that the student will be formally recognized (name in program, on title, etc.) for his/her contributions to the work product being presented or exhibited.

A professional conference provides opportunities for students well beyond their actual presentation. Please indicate how on-site mentoring will be accomplished at the conference in order for the student to take full advantage of the opportunity. Strong preference will be given to applications where the research mentor (or appropriate substitute) will attend the conference with the student in order to fully engage the student in the conference events. If the mentor does not plan on attending the meeting, please indicate how these goals will be accomplished.

2. **Travel Information:** The dates and location of travel, name of conference/ meeting to be attended, and the title of the presentation/performance should be indicated on the form provided in the application. The level of significance that the conference/meeting has to the field of inquiry will be considered by the review panel so sufficient information for the panel to make judgments should be included.

3. List of Authors, in the order listed for the conference/meeting, should be indicated. **PRESENTING AUTHOR(S) SHOULD BE IN BOLD AND ALL CAPS.** Student authors should also be indicated with an asterisk (*).



MAYS APPLICATION CHECKLIST

1. Part I (hard copy delivered to URCA office) _____
 - (a) Completed Application Cover Page _____
 - (b) Completed Project Information Page _____
 - (c) All Signatures on FERPA form _____
 - (d) Unofficial transcript(s) _____
 - (e) Completed Budget Table _____
 - (f) Faculty Mentor Recommendation(s) (letter and completed form to be sealed in an envelope and signed by faculty member) _____
 - (g) If applicable, copy of IRB/IACUC _____

2. Part II (converted to PDF and emailed to urca@cofc.edu) _____
 - (a) Student Statement of Intent _____
 - (b) Non-technical Project Abstract _____
 - (c) Project Description (no longer than 5 pages) _____
 - (d) Faculty Information for last 2 years _____
 - (e) References _____
 - (f) Budget Justification _____



RPG APPLICATION CHECKLIST

1. Part I (hard copy delivered to URCA office) _____
 - (a) Completed Application Cover Page _____
 - (b) Completed Project Information Page _____
 - (c) All Signatures on FERPA form _____
 - (d) Unofficial transcript(s) _____
 - (e) Completed Budget Table _____
 - (f) If applicable, copy of IRB/IACUC _____

2. Part II (converted to PDF and emailed to urca@cofc.edu) _____
 - (a) Student Statement of Intent _____
 - (b) Non-technical Project Abstract _____
 - (c) Roles Statement (include mentoring plan) _____
 - (d) Travel Information _____
 - (e) Authors _____