



COLLEGE of
CHARLESTON

UNDERGRADUATE RESEARCH
AND CREATIVE ACTIVITIES

RESEARCH PRESENTATION GRANT (RPG) APPLICATION

To be completed, signed and submitted to the URCA office by the deadlines listed below. The application pages are only fillable on Google Chrome and Adobe Acrobat for PCs and MACs. Handwritten applications will not be accepted. Applications and transcripts should be submitted electronically through Secure Share <https://seureshare.cofc.edu/>. Instructions for using Secure Share can be accessed at urca.cofc.edu.

2022-2023 Deadlines

| <i>RPG Deadline</i> | <i>For conference travel during the following dates:</i> |
|---------------------|----------------------------------------------------------|
| August 29 | October 15 – January 31 |
| October 28 | January 15 – April 30 |
| January 20 | April 15 – June 1 |

URCA Application Instructions:

A complete description of the application requirements and instructions can be found on the URCA website (urca.cofc.edu) in the URCA Descriptions and Guidelines handbook. For help with inserting photos or formatting text, please use the guide found on the URCA website (urca.cofc.edu).

In addition to the information requested on this application the following documents are required to be submitted to URCA.

1. **Transcripts:** A complete unofficial transcript from EACH higher education institution attended by the student applicant must be submitted (**Degree audits are not accepted**). If a student has received grades from another institution on coursework that counts toward CofC graduation requirements, the unofficial transcript from the institution must be submitted with the application. It is not sufficient that the courses are listed on the CofC transcript.
2. **IRB/IACUC Approval:** If applicable, a copy of the IRB/IACUC approval. Applications will be reviewed without the approval; however, grant funds will not be transferred until all approvals are received.



RPG APPLICATION COVER PAGE

Applicants should refer to the URCA Program Descriptions and Guidelines for application instructions and eligibility criteria.

The application pages are only fillable on Google Chrome and Adobe Acrobat. Handwritten and incomplete applications will not be accepted or considered for funding.

PROPOSAL TITLE: _____

PRIMARY MENTOR APPLICANT:

UNDERGRADUATE APPLICANT:

NAME: _____

NAME: _____

CofC Email: _____

CofC Email: _____

Department: _____

CofC ID number _____

Faculty Status:

- Tenured/Tenure-track
- Instructor
- Visiting
- Adjunct
- Other (please specify _____)

Primary Major _____

Current Enrollment Status:

- Full-time (12 hours or more)
- Part-time (less than 12 hours)

Graduation Year: 2022
 2023 2024
 2025 2026

Please select (if applicable):

- Minority First-Generation Student

SECONDARY MENTOR APPLICANT:

NAME: _____

Institutional Affiliation: _____

Department: _____

Email: _____

How did you hear about this particular grant opportunity?

- Yammer Facebook Instagram Twitter
- Email Campus Flyers/Digital Advertisement Chair/Dean
- Professor URCA Website CofC Calendar Other _____

Undergraduate Applicant: _____

2. PROJECT DESCRIPTION:

a) Student Statement of Intent (3500 character limit with spaces):

Undergraduate Applicant: _____

b) Additional Statement of Intent, if applicable (GPA lower than 3.0 and/or is taking fewer than 12 credit hours; 1750 character limit with spaces):

Undergraduate Applicant: _____

c) Non-Technical Project Abstract (1750 character limit with spaces):

d) Roles Statement (1300 character limit with spaces):

3. TRAVEL INFORMATION:

Dates of travel:

Location of conference:

Name of conference/meeting:

Brief Description of the Importance of Conference in Discipline of Inquiry:

Style of Presentation: Oral Poster Exhibit Performance Other (please describe):

Title of Presentation/Performance:

Has the paper already been accepted for presentation at the designated conference?

Yes No

If no, when was the abstract submitted and when do you expect to receive notice of its status?

If the paper has been presented or published in a forum either on or off campus, please specify the nature and location of these presentations (please note that multiple opportunities to disseminate results of faculty-student research will be considered an asset in proposal review):

4. LIST OF AUTHORS, in the order listed for the Conference/Meeting: [Presenting author(s) in ALL BOLD CAPS. Undergraduate author(s) indicated by asterisk (*):

- 1.
- 2.
- 3.
- 4.
- 5.

PROJECT INFORMATION PAGE

DATES OF CONFERENCE TRAVEL (mm/dd/yy): From _____ To _____

TOTAL AMOUNT REQUESTED FROM URCA: \$ _____

1. Does the proposal involve research on human subjects? Yes No
If yes, status of the **IRB** request (no funds can be awarded without **IRB** approval):
 Submitted Approved
2. Does the proposal involve research with live vertebrate animal subjects? Yes No
If yes, status of the **IACUC** request (no funds can be awarded without **IACUC** approval):
 Submitted Approved
3. Have student or faculty applicants received URCA support for this or any other project in the past 12 months or do they currently hold funding through the URCA program?
 Yes No
If yes, which type? SURF MAYS RPG
If the applicant holds funding in the current cycle, specify name of applicant and award amount:
4. Does the **student** have another proposal under consideration by URCA during the current cycle? Yes No
If yes, what type of grant proposal is it? MAYS RPG
5. Does the **faculty mentor** have another proposal under consideration by URCA during the current cycle? Yes No
If yes, what type of grant proposal is it? MAYS RPG
6. Is there another internal proposal current or pending for this research/creative work?
 Yes No
If yes, please list the source(s) as well as amount of request and dates of award:
7. Is there an external proposal current or pending for this research/creative work?
 Yes No
If yes, please list the source(s) as well as amount of request and dates of award:
8. Does the project have potential for copyright or invention? Yes No
9. Does the project involve biohazards or other safety issues? Yes No

RPG PROPOSED BUDGET TABLE:

Transportation costs should be itemized. Total cost of travel should include all costs, not just those to be funded by the URCA program. Make clear the mode of transportation and associated cost. The grant funds provide a maximum of \$750 for conferences outside the U.S. or national conferences west of the Mississippi, \$500 for conferences east of the Mississippi (only \$200 if the conference is in a state that borders SC), and \$50 for conferences in SC. Multiple applicants will be expected to carpool when possible. All items should be justified as critical to allowing the travel to occur (e.g., if air travel is requested, justification should address why car travel is impossible; if hotel costs are high, justification should address why this cost will not be shared among multiple student participants).

The table below must be complete to ensure review of your project. Any items that are left incomplete will render the application ineligible for review.

Itemized Budget with Justification

| Items Requested for Full or Partial Support and Justification: | Amount: |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| (1) Justification: | |
| (2) Justification: | |
| (3) Justification: | |
| (4) Justification: | |
| (5) Justification: | |
| Total Cost of Travel: | |
| <i>URCA (RPG) Request</i> (see funding limits in Program Description and Guidelines) for Funding of this Project: | |
| If Total Travel Cost exceeds the <i>RPG Request</i> for this Project then describe source, amount, and status (request submitted, awarded, etc.) of other funding support: | |

Undergraduate Applicant: _____

GRANT SIGNATURE PAGE:

Digital signatures are required for all participants. Please read the URCA Guidelines prior to signing this page. Signatures below indicate awareness of and intention to follow appropriate Program, Departmental, School, College and State rules and regulation for conducting projects, travel, and expenditure of funds.

SIGNATURE & DATE, Undergraduate Applicant: _____

SIGNATURE & DATE, Faculty/Mentor Applicant: _____

SIGNATURE & DATE, Faculty/Mentor Applicant: _____

Chair: I acknowledge that the above student and faculty mentor are applying for an URCA Grant and that the funds for successful proposals will be transferred into the departmental R & D account for disbursement based on the budget included in this proposal.

SIGNATURE & DATE, Chair: _____

SIGNATURE & DATE, Chair: _____

