



## **Undergraduate Research Support Awards**

**Purpose:** The purpose of the Undergraduate Research Support Award (URSA) program is to promote undergraduate research and creative investigations by helping to defray the costs of independent student projects and student travel to professional conferences. Awards up to \$500 will be granted to pay for approved supplies and equipment (which become the property of Dominican University) for a research project or creative investigation, or for approved travel to a professional conference, or travel to a unique resource collection within the continental United States for the purposes of scholarly research. Students from all undergraduate disciplines are encouraged to apply for these awards. In all cases, the research, creative investigation and/or travel will be conducted under the supervision of a Dominican University faculty member.

**Student Eligibility:** All enrolled full-time undergraduates who have a GPA of at least 2.5 are eligible to apply. A student may only receive one URSA award per academic year, and preference in granting URSA awards will be given to those students who have not received previous awards from this program. The student must initiate the application for this award; however, the student must be sponsored by a Dominican University faculty member.

**Faculty Sponsor Responsibilities:** Faculty members who agree to sponsor an application for an Undergraduate Research Support Award URSA should provide sufficient guidance to the student to insure:

1. The applicant generates a well-written proposal that can be understood by a reader who is not necessarily an expert in the student's discipline
2. The application is in the format required by the URSA application guidelines
3. The applicant has received approval from the Dominican University Institutional Review Board when the proposed research project involves the use of human participants

In addition, the faculty sponsor must submit a letter of support to:

1. Certify that the proposed project and/or travel will contribute to the growth of scholarly and/or creative capability of the applicant
2. Certify the accuracy of the budget submitted as part of the application



## **Application Procedure:**

1. The student completes the URSA application, which includes a detailed budget request. This application must be submitted electronically to the Undergraduate Research, Scholarship and Creative Investigations (URSCI) Director at [ursci@dom.edu](mailto:ursci@dom.edu)
2. The faculty sponsor submits a letter of support for the student's application. The letter of support is submitted directly to the URSCI Director at [ursci@dom.edu](mailto:ursci@dom.edu)
3. The application is reviewed by the URSCI Advisory Board members as needed
4. The student and faculty member are informed of the award decision
5. The student submits a Project Summary to the URSCI Director within 30 days after the URSA has been spent, or at the end of the semester for which the award was granted

## **Application Deadlines:**

Completed applications can be sent at any time and will be reviewed on an on-going basis as funds allow. If additional monies are available after the initial review process is completed for the semester, student applications will be reviewed on an on-going basis. In this case, the student should allow a minimum of two weeks for his/her application to be reviewed.

## **Evaluation Criteria:**

- Is the application formatted and submitted according to URSA guidelines? Applications that do not follow the guidelines will be returned without review!
- Academic opportunity—has the student clearly explained how completion of the research project/creativity activity or travel will contribute to his/her development as a scholar and/or artist?
- Budget—Is the budget reasonable, specific, and well-justified?
- Academic discipline of applicant—an attempt will be made by the URSCI Advisory Board to fund students from a variety of disciplines each academic year.

## **The following criteria apply only to proposed research project/creativity activities:**

- Feasibility—is the proposed research project/creativity activity doable given the facilities/equipment available to the student during the course of the academic semester?
- Preparation of the student—does the applicant have adequate training and experience to complete the proposed research project/creativity activity?



**The following criteria apply only to travel requests:**

- Will the student be presenting at the conference? Priority will be given to students who are presenting rather than just attending professional conferences.

**General suggestions for students preparing the URSA application:**

- Remember you are writing to a general, but educated audience. DO NOT assume that your audience is familiar with technical jargon or methods used in your discipline.
- Work with your faculty sponsor to prepare a well-written application.
- You must include a detailed budget request that itemizes how you plan to spend the award.
- Allow sufficient time to get IRB approval for your project if it involves collecting information from human participants



# DOMINICAN UNIVERSITY

## **Undergraduate Research Support Award Student Application Cover Page**

### **Student Information**

Name:

Major discipline:

Phone number:

Email Address:

Expected Graduation Date:

Cumulative GPA:

### **Faculty Sponsor Information**

Name:

Email Address:

Phone number:



## **Undergraduate Research Support Award Request for Travel Money to Attend a Professional Conference**

Note: if you are requesting travel money in support of a research project or creative investigation, complete the Narrative for Request for Money to Complete a Research Project or Creative Investigation described on the next page. In that narrative, explain why travel is necessary for completion of your proposed project. Include the details of your travel costs in your budget.

1. Provide the following information:

Name of Professional Conference:

Dates of Professional Conference:

Location of Professional Conference:

Are you giving a presentation at the conference? \_\_\_ No \_\_\_ Yes

2. In an attached narrative, explain how attending this conference will contribute to your development as a scholar/artist in your major discipline (Maximum 500 Words). If you are presenting at the conference, include a copy of your paper or poster.
3. Attach a detailed summary of costs for attending the conference. Include travel costs, conference registration fees, and hotel. Include supporting documentation for costs whenever possible.
4. Request that your faculty sponsor submit a letter of support for your application. He/she should send the letter of support directly to [ursci@dom.edu](mailto:ursci@dom.edu)



## **Undergraduate Research Support Award Request for Money for Equipments or Supplies**

1. Attach a Proposal Narrative for Request for Money to Complete a Research Project or Creative Investigation (Maximum 1000 words). Be sure to include each of the following sections in your narrative.

Problem Statement: What specific question(s) do you plan to address with this project? What will you attempt to accomplish by completing your project?

Background literature: What work have other scholars or artists done that is relevant to your project? Include citations to relevant literature.

Creative process or research methodology: Explain what you plan to do to answer the question(s) stated above. Describe the specific steps and materials you will use to accomplish your goals for this project.

Expected results: What will be the final product from your research or creative investigation? Where and when do you plan to share this product with others scholars or artists? Literature cited (does not count towards 1000 word limit)

2. Attach a detailed budget for your research project. Include supporting documentation for costs whenever possible. The justification for these materials, supplies, or travel costs should be clearly explained in your proposal narrative (most likely in the description of your creative process or research methodology).
3. Request that your faculty sponsor submit a letter of support for your application. He/she should send the letter of support directly to [ursci@dom.edu](mailto:ursci@dom.edu).