URGO

**2020-21 Academic-Year Undergraduate Research Grant   
Information and Application**

**AWARD DETAILS**

Funding is available for up to $1,325 per grant award for 100 hours of student research. Funds can be used for research supplies and/or a student stipend ($13.25 per hour). Applicants must present a budget that indicates how funds will be applied (i.e., % to student stipend and % to supplies, or full amount to student stipends). There is no faculty stipend for mentoring. Recipients of the grant are expected to fill out a project completion report (on URGO’s website) and present a poster at the Zyzzogeton Symposium in the spring, unless an exemption is requested by the faculty mentor.

**APPLICATION PROCESS**

The faculty research mentor should develop the research proposal with student collaboration. **Students are encouraged to join a faculty member’s existing project.** Often students can work on an offshoot of the faculty member’s ongoing research/creative line. Applications are accepted on a rolling basis until all funds have been allocated; therefore, it is to the research team’s advantage to apply early in the school year. Faculty members are required to submit the completed application as an e-mail attachment to urgo@augsburg.edu showing their approval of the project.

**ELIGIBILITY**

* Academic preparedness for the project (minimum GPA of 2.8)
* Full-time enrollment as an Augsburg undergraduate student (12+ credits)
* Cannot receive a stipend if research is for course credit, but can receive supply monies

**SELECTION PROCESS**

The URGO Advisory Committee, comprised of the URGO Director and three volunteer faculty members meets bi-monthly on Mondays throughout the year. This committee will review all applications submitted by noon on the Friday prior to the meeting. The first meeting is on Monday, September 14. Feel free to contact the URGO office ([urgo@augsburg.edu](mailto:urgo@augsburg.edu)) for the dates of the following meetings. The committee makes funding decisions by considering the following factors:

* Feasibility of research project/creativity activity and timeline
* Extent to which the research/creative activity will contribute to the academic discipline
* Benefit to student’s learning experience
* Completeness and overall professionalism of application

The committee may decide to fund with no revisions, fund with revisions, not fund, or reconsider with revisions. Applicants will be notified of the committee’s decision via e-mail or phone within one week of the URGO Advisory Committee meeting.

**GETTING PAID**

Typically, URGO does not pay the student until the project is completed to the professor’s and URGO’s satisfaction and the Research Completion Report and W-9 has been submitted. However, it might be possible to be paid at the mid-point of the project under extenuating circumstances.

Questions? Please contact Dixie Shafer at shafer@augsburg.edu

**Please delete the above instructions before submitting the application.**

URGO

**202-21 Undergraduate Research Funding Application**

***Please complete the following sections electronically.***

**Student information:**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime or Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Augsburg E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class Year \_\_\_\_\_\_\_\_\_ Major(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Anticipated Grad Date \_\_\_\_\_\_\_\_\_\_\_\_

Course Load \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Work Commitments (hours per week) \_\_\_\_\_\_\_\_\_\_\_\_

GPA \_\_\_\_\_\_\_\_\_\_\_\_\_

**For record-keeping purposes only.**

Did either of your parents/guardians graduate from a four-year college? Yes \_\_\_\_\_\_ No\_\_\_\_\_\_\_

Are you Pell eligible? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

What ethnicity would you consider yourself to be? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty information:**

Faculty Research Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Project Start Date \_\_\_\_\_\_\_\_\_\_\_ End Date (no later than 5/21) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget:** Funding is available for up to $1325 per grant award. Please specify how the funds will be spent (attach additional pages if necessary). No faculty stipends are awarded.

BUDGET ITEM AMOUNT

Student Stipend ($13.25 per hour - Maximum is $1,325) \_\_\_\_\_\_\_\_\_\_\_\_

Materials & Supplies (please list out clearly with cost estimates)

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**BUDGET TOTAL** (not to exceed $1,325)\_\_\_\_\_\_\_\_\_\_\_\_

**Project Narrative:** Responses need not be lengthy, but must be clear and comprehensive. Answer each question separately using these ***EXACT HEADINGS*** below, so the committee can locate your responses. ***Note: Please indicate if this is a continuation of an URGO summer research project; if so, background and research question can be very brief (or same as summer’s application).***

1. **RESEARCH QUESTION.** What is the research question/problem you and your faculty mentor are working on? (Note: depending on the discipline the question might be revised: What creative activity are you and your faculty mentor proposing?)
2. **BACKGROUND/LITERATURE REVIEW.** Please provide some background information on the question/problem/creative activity and situate it in the context of your field. Make sure you demonstrate why it is important to answer said question or complete the desired creative activity.
3. **STUDENT’S ROLE IN RESEARCH OR CREATIVE ACTIVITY.** Detail the process/methods used to answer the research question or to carry out the creative activity. URGO students are most likely working with faculty on an existing project, so please describe how you have and/or will contribute to this research or creative project. Some activities include: filming scenes, video editing, recruiting participants, conducting/transcribing interviews, designing/distributing surveys, conducting experiments, recording/coding data, reviewing/summarizing literature, analyzing data, or producing a polished product intended for publication or presentation. This is not an exhaustive list of research/creative activities, so please describe in detail your proposed role in the project.
4. **TIMELINE.** Include a detailed timeline for completing the project.
5. **COVID IMPLICATIONS.** How will you conduct research in a safe way (remote work, social distancing, mask wearing, etc.)?
6. **IRB APPROVAL.** Will your proposal require IRB approval? \_\_\_\_\_\_\_\_\_. (Typically, if your research involves human subjects you need to obtain IRB approval.) You can visit the IRB committee’s web site for more details: <http://www.augsburg.edu/irb>.

* If you have already received IRB approval please provide the number and date:

IRB Approval Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If IRB approval is required and has not yet been obtained, understand that URGO funding is contingent upon the proposal meeting IRB standards.

1. **PRESENTATION FORUM.** Specify the public forum(s) at which the student will potentially present the results of the project. Name the forums and give their locations and dates. Note: All students are required to present their findings or activities at Zyzzogeton Poster Fair in April. Let Dixie Shafer know if presenting at Zyzzogeton is not possible. The project work, combined with a presentation at Zyzzogeton or other professional meeting, will likely fulfill the Augsburg Experience (AE) requirement. Work not leading to a public presentation may not satisfy the requirements for the AE. Consult your research mentor and/or the Director of General Education for questions about the AE requirement. You can fill out the AE form at this link: <http://go.augsburg.edu/augexform>

**Note:** The URGO Advisory Committee may request additional information before making a grant. Decisions are made on a rolling basis by the Committee. Awarded funds must be spent by the end of the fiscal year in which they are awarded. All funded applications require submission of URGO’s Research Completion Report and W-9 prior to fund disbursement. All paperwork and re-imbursement requests must be turned in to URGO by May 21, 2021. **Stipends and reimbursement checks will not be issued if the May 21 deadline is not met.**

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| **PLEASE HAVE YOUR PROFESSOR SUBMIT TO urgo@augsburg.edu AS AN ATTACHMENT TO AN E-MAIL DEMONSTRATING THEIR APPROVAL.** |

Academic year grant applications are reviewed roughly biweekly by the URGO Advisory Committee beginning September 14th. Decisions are made on a rolling basis until all funds have been allocated. URGO will email grant decisions after committee meetings.