URGO

**2013-14 Academic Year Student Research Funding
Information and Application**

**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. (If a student has not been selected for the project, the faculty member may complete the application independently.) 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(s).

**SELECTION PROCESS**

The URGO Advisory Committee, comprised of the URGO Director and three volunteer faculty members, meets several Mondays throughout the year. The dates of these meetings depend upon the number of requests and committee members’ schedules. Contact the URGO Assistant, Kirsten O’Brien (obrienk@augsburg.edu), for the date of the next meeting. To be considered for review, applications must be turned in by Friday noon prior to a Monday Advisory Committee meeting. 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 table the proposal until additional information is provided, 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.

**AWARD AMOUNT**

Funding is available for up to $1,000 per grant award. Funds can be used for research supplies and/or a student stipend. 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.

**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 Report Form has been submitted, along with all agreed-upon documentation/final product. However, it might be possible to be paid at the mid-point of the project if arrangements are made with Dixie Shafer. Save all receipts if you are being reimbursed for some approved supply expenditures.

Questions? Please contact Dixie Shafer at 612-330-1447 or shafer@augsburg.edu.

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

URGO

**2013-14 Student Research Funding Application**

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

**Student information:**

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

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

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

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

GPA \_\_\_\_\_\_\_\_\_\_\_\_\_ Are you a U.S. citizen or permanent resident? Yes \_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_

**For record-keeping purposes only.**

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

Do you think that you might qualify as a low-income student? 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 5/31) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Budget:** Funding is available for up to $1000 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 (Maximum is $1,000) \_\_\_\_\_\_\_\_\_\_\_\_

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

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**BUDGET TOTAL** (not to exceed $1,000)\_\_\_\_\_\_\_\_\_\_\_\_

**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.

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. **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 in April.

**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 Report Form along with other agreed upon documentation at the completion of the project and prior to fund disbursement. All paperwork and re-imbursement requests must be turned in to URGO by May 31, 2014. **Stipends and reimbursement checks will not be issued if the May 31 deadline is not met.**

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| **Please submit to urgo@augsburg.edu as an attachment to an e-mail from the sponsoring professor’s account, showing his or her approval.**  |