**OUR Student Research Grants - Application Cover Sheet**

Name

ID #

E-mail Address  @umassd.edu

Department

If student previously applied, please indicate when:

Research Supervisor

Project title

Amount requested

Applicant Signature

Supervisor Signature*

*Informed Consent: By signing this application, the supervisor approves this project and agrees to serve as a reviewer for other submitted grant applications. To assist us in the assignment process, kindly list preferred subject areas: ____________________________________________________________

Submit the complete application to the OUR by email to our@umassd.edu, or to the OUR office (DION 117) no later than 5:00pm EST on Monday, October 16, 2017.

Attach the following documents:

- Project description
- Itemized budget
- List of other potential funding sources
- Statement of other support currently available from faculty mentor
- List of prior OUR grants awarded to faculty mentor to support a student
- Statement of the impact of the research on future career

**OUR use only.**

Date received: 

Approval date: 

Approved amount:
The Office of Undergraduate Research is committed to supporting UMass Dartmouth undergraduates in all aspects of their research endeavors. We are pleased to offer small research grants to help offset the costs of performing research projects, with research being broadly conceived and taking place in any and all disciplines. Research awards are primarily for consumable materials, incentives, or research-related travel. Applications should be made during the academic year in which support is requested. The deadline for applications is no later than **5:00pm EST on Monday, October 16, 2017** to Dion 117 or sent to: our@umassd.edu

Please contact the OUR for information about support for summer research by Undergraduates.

A student may only receive one research award per academic year. Successful applicants in the Fall are asked **not** to apply again in Winter (December). Unsuccessful Fall applicants are encouraged to improve their proposal and reapply in Winter (December). The maximum amount of any single award is generally $500, although the OUR cannot guarantee this full amount. Students should contact OUR in cases where there is documented need for additional funds. Each student is additionally subject to an individual lifetime awards cap of $1,000.

**Student Research Grant Application**

Applications should be prepared by students, in collaboration with a faculty member serving as research supervisor. It is expected that the faculty member will have read and approved the application. The faculty member will also be required to serve as a reviewer of other submitted grant applications. For application guidance, see the following two pages.

The application should include
- a completed cover sheet (final page of this document)
- a brief project description (less than 1000 words)
- an itemized budget for the estimated cost of the project
- a list of other funding sources for which the student has applied or plans to apply
- details of other financial support available for the project from the faculty mentor
- list of prior OUR grants awarded to the faculty mentor in support of students
- a brief statement illustrating the impact of the research on student career plans

Grants will be awarded on a competitive basis. Considerations include:
- Quality and originality of the project
- the total cost of the project
- relationship of project to future goals

Funds will be disbursed in different ways depending on the nature of the project. For laboratory-based research, materials/supplies will be ordered by the OUR via Buyways. For other projects, arrangements should be made with the OUR. Please acknowledge source of funding in presentations, posters, and publications with: “Support for this project was made possible by The Office of Undergraduate Research at the University of Massachusetts Dartmouth.” Upon completion of the research, a brief one-page report will be required. This report should outline the results of the project, presentations or publications that resulted, and describe how the OUR funds were used. Reports should be submitted to the OUR by email (our@umassd.edu).
Guide to completing an OUR research award application.

Project Description
In this section, you describe the research/scholarly activity. Your narrative should include the following:

- Background information
- Questions/motivation for the proposed project
- Objectives of the proposed project
- Description of the proposed work
- Clear statement of the originality of the proposed work.

Itemized Budget
An itemized budget shows a breakdown of the requested materials, with an estimate of their cost. This allows an easy assessment of the appropriateness of the requests, and also illustrates the amount of thought that has gone into planning the project. It is not sufficient to simply show the total request. Even if you only need one item, that item must be listed.

Here is an example of a generalized budget for a biology project:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals</td>
<td>$105</td>
</tr>
<tr>
<td>Petri dishes</td>
<td>$100</td>
</tr>
<tr>
<td>DNA purification kit</td>
<td>$200</td>
</tr>
<tr>
<td><strong>TOTAL REQUEST</strong></td>
<td><strong>$405</strong></td>
</tr>
</tbody>
</table>

A project in the social sciences might have a budget looking something like this:

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift cards for participants</td>
<td>$10 each</td>
<td>$200</td>
</tr>
<tr>
<td><strong>TOTAL REQUEST</strong></td>
<td></td>
<td><strong>$200</strong></td>
</tr>
</tbody>
</table>

Here is an example of a generalized budget for a humanities project:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content reference work unavailable in UMD library</td>
<td>$150</td>
</tr>
<tr>
<td>Individual license agreement for online resource</td>
<td>$100</td>
</tr>
<tr>
<td>Travel to special collection for materials unavailable through UMD library interlibrary loan</td>
<td>$50</td>
</tr>
<tr>
<td>Photocopying</td>
<td>$25</td>
</tr>
<tr>
<td><strong>TOTAL REQUEST</strong></td>
<td><strong>$325</strong></td>
</tr>
</tbody>
</table>

Please note: The following items are not generally allowed by the OUR. Any requests for these should first be discussed with the OUR.

- Student stipends
- Permanent equipment (including computers)
- Books (unless evidence is provided that they are not available in the UMassD library or by inter-library loan).
List of other potential funding sources
In this section, you should write about other sources of funding to which you could apply. We strongly encourage students to seek additional avenues of support. Finding other sources of funding will increase the money you can spend on your project, and will be an excellent addition to your CV. Success in obtaining funding from other sources will not change your eligibility for the OUR award.

Statement of other support currently available from faculty mentor
In this section, you should mention any grant support the faculty mentor has for the project you will be doing. Your application will not be compromised by the availability of existing support, but we do like to know about it.

List of prior OUR grants received by the faculty mentor
In this section, you should list the prior grant support the faculty mentor has received from the Office of Undergraduate Research (OUR) in support of student research projects. Provision of year funded, project title, student name, and funded amount, would be sufficient.

Statement of the impact of the research on future career
This section is for you to show how the research/scholarly activity in which you engage will impact your future. It might be that it helps you with graduate school applications, or perhaps it will improve your chances of landing your dream job. You know why you are doing it, and we’d like to know too.

Additional suggestions for the successful completion of an OUR research award application

The Writing and Reading Center

The Writing and Reading Center (LARTS 220) is happy to support your grant writing process. While you can make an appointment with any tutor at the WRC, there are three graduate tutors who are particularly well-equipped to assist you. They are Andrew Moore (professional writing), Aakash Sathe (computer sciences) and Rebecca Lewin (psychology). Just stop by the center and ask the receptionist to make an appointment with one of these individuals. The Faculty Director, Dr. Elisabeth Buck, is also happy to meet one-on-one with you. Please reach out to her directly at ebuck@umassd.edu if you are interested in discussing your proposal with her.

Reports by previous awardees

Please feel free to review samples of reports from various disciplines, submitted to the OUR by previous awardees:
http://ourwork.blogs.umassd.edu