I. AVAILABLE FUNDING

Each semester, the Undergraduate Research Program awards supply-and-expense grants of up to $150 to support undergraduate research projects; the research may be through an apprenticeship with a faculty researcher, for an Honors course, or an independent study. Honors Degree with Distinction and Degree with Distinction candidates enrolled in UNIV-401 or UNIV-402 may apply for supply-and-expense grants of up to $250. Application deadlines are October 3 (for the Fall semester) and March 1st (for the Spring semester).

II. EXPENSE ELIGIBILITY

Supply and expense funds may be used to cover the cost of chemicals, experimental animals and care, photocopying, printing, film and developing, and expendable equipment. Books and the cost of word processing a thesis/paper are not covered.

Reimbursement will be via your department, so please hold on to all receipts for at least three months after you fill out this application.

The following are examples of expenses NOT covered: normal course costs such as books, tuition, typing of the final paper, etc. NOTE: The cost of typing or word processing a senior thesis cannot be covered by a grant. Photocopies of a senior thesis cannot be covered by a grant.

III. INSTRUCTIONS FOR COMPLETING THE UNDERGRADUATE RESEARCH GRANT APPLICATION

***Do NOT hand in an incomplete application***

Complete the PROPOSAL COVER PAGE.

Complete the PROPOSAL BUDGET information.

List each expense by item and cost in the column provided. Beside each item, explain the need for that expenditure. If you need more space, use the bottom half of the page

BOTH the Student and the Faculty Sponsor must sign the budget page

Write and attach a DESCRIPTION of your research.

This should be a one-to-two page, typed and double-spaced description of the research project for which the grant money would be used. The project description must be written by the student investigator in a faculty-student collaboration.

--Include the project title
--Name your faculty sponsor
--Indicate whether the project is an Honors Degree with Distinction or Degree with Distinction thesis, part of your research assistance work, an assignment for a course, an independent study project, or another project.
--Include the course number under which you are registered.
--Describe the question you will investigate, its background and significance, your methodology, what you hope to achieve. If this is a group project, add an explanation of your individual role within the group.
--Sign the project description.

Your faculty sponsor must submit a letter or email of support for your funding request. This letter or email must reach the Undergraduate Research Program office (180 South College Avenue or undergradresearch@udel.edu) by the application deadline, unless other arrangements are made.
*Submit your application to the Undergraduate Research Program, 180 South College Avenue

UNDERGRADUATE RESEARCH SUPPLIES-AND-EXPENSE GRANT

PROPOSAL COVER PAGE

PLEASE PRINT

Applicant Mr/Ms_________________________ Major __________ Class standing (e.g., senior) ________

DOB (date of birth)_____________ Enrolled in UNIV-401 or UNIV-402? ______

I am a U.S. citizen____. I am not a U.S. citizen____; I hold the following type of visa____________. Visa expiration date________ (F-1, J-1, etc.)

Project Title (Print Legibly)
______________________________________________________________

Faculty Sponsor___________________________
Email Address____________________ Dept.__________

Total Funds Requested_________________________ Date Submitted______________

* For group applications, each group member must write his or her own project description, including a discussion of that member’s individual role in the project. Only one member of the group, however, should complete the budget section; all other group members should refer the readers of the grant application to the budget section of the member of the group who has been selected to complete the budget page. The normal maximum award to a group is $150.00.

UNDERGRADUATE RESEARCH SUPPLIES-AND-EXPENSE GRANT

PROPOSAL BUDGET

Funds Requested: (Describe fully, this is a competitive award)

_________________________________________________________________ $________________
_________________________________________________________________ $________________
_________________________________________________________________ $________________
_________________________________________________________________ $________________
_________________________________________________________________ $________________
_________________________________________________________________ $________________
_________________________________________________________________ $________________
_________________________________________________________________ $________________
_________________________________________________________________ $________________

TOTAL $__________
If awarded this grant, I agree to submit an evaluation to the Undergraduate Research Program at the end of this term.

Applicant__________________________________________ Date___________________

If my student is awarded this grant, I agree to submit an evaluation to the Undergraduate Research Program at the end of this term.

Faculty Sponsor________________________ Dept.__________ Date______________