

**UNDERGRADUATE RESEARCH
AND
CREATIVE ACTIVITIES**

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Grant Descriptions and Guidelines

**Participation in a challenging, scholarly project
can be a student's single most important college
experience.**



COLLEGE OF
CHARLESTON
UNDERGRADUATE RESEARCH
AND CREATIVE ACTIVITIES

URCA PROGRAM DESCRIPTION AND GUIDELINES 2025 – 2026

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Purpose of Undergraduate Research and Creative Activities (URCA) Grants

The purpose of these grants is to expand the opportunities for undergraduate students and faculty to work collaboratively on scholarly projects in the academic year and during the summer. Research and creative activities are defined in different ways by different disciplines, but in the context of this program these endeavors might be defined as *“any intellectual, inquiry-based project undertaken by the undergraduate student that advances the knowledge of the student in an academic discipline, immerses the student in the culture of the discipline, and leads to new scholarly insights or the creation of new works that add to the wealth of the discipline.”* As part of this program the work must be done under the direction of a CofC faculty member. Projects may be initiated by students or may be the faculty projects in which students are invited to participate.

Faculty-student collaboration in academic research and creative works is one of the most enriching and rewarding experiences on an undergraduate campus. In fact, this activity is so important that it is becoming one of the standards of excellence by which nationally pre-eminent undergraduate institutions are measured. It is hoped that the faculty-student teams who work on these projects will serve as ambassadors of excellence both on and beyond the College of Charleston campus.

Students who participate in these projects are expected to gain a better appreciation for the nature of scholarly work. Faculty members who participate in these projects are expected to imprint understanding and love of scholarship on the students, help the students develop skills appropriate to the discipline of the inquiry and help develop improved communication skills.

It is expected that the faculty member will play a key role in the design and management of the project and they will mentor the student throughout the project or presentation. It is required that the student be more than an apprentice in the process, and that the student has been encouraged to provide creative input into all aspects of the process. It is up to the applicants to explain the nature of the student and mentor involvement in the project.

Who May Apply?

Each application requires at least two participants: a CofC undergraduate student and a CofC faculty member.

Student Applicant:

The student applicant must be a degree seeking College of Charleston undergraduate student with a minimum GPA of at least 2.5 in the major and cumulatively. Applicants who have cumulative GPAs of at least 3.0 are significantly more competitive than those with GPAs below 3.0. Students are expected to be enrolled as a full-time student. If a student is registered for fewer than 12 hours, their part-time status must be clearly justified in the application. A student may not submit more than one MAYS project proposal and one RPG

project proposal for any given deadline. URCA awards are not intended to support research efforts of recent graduates of the College of Charleston, nor do they support graduate students. Therefore, undergraduates who will graduate before the project end date should not apply for funding. RPG awards are allowed for recent graduates of the College, as long as the student is enrolled at CofC at the time of application.

Faculty Applicant:

Preference will be given to roster faculty members (tenure-track faculty, instructors, visiting faculty), although non-roster faculty members are encouraged to apply. A CofC faculty member must serve as the primary mentor on the project. Students who are working with faculty in partnership universities (e.g., MUSC, The Citadel) may apply as long as a CofC faculty member serves as the primary mentor and that the mentoring activities are articulated in the proposal.

A faculty member may not submit proposals for more than two MAYS grants for any given deadline, and no more than two in any given academic year. An exception to this rule may be made if a faculty is encouraged by the review committee to resubmit a revised grant. Please contact the URCA director if this is the case. No limit is placed on the number of RPG grants for which a faculty member may apply. Multiple grant proposals may be for the same project or different projects. If more than one student is working or presenting on a single project mentored by the same faculty member, each student must submit a separate, unique proposal to be considered for funding and each student applicant's distinct role must be made clear.

NOTE: In the review process, strongest consideration is given to the highest quality grant proposals; however, the panel will also be interested in supporting the work of as many individual students and faculty and as many different projects as possible in a given fiscal year. Therefore, applicants should understand that multiple grant awards to the same student or faculty member in a given fiscal or academic year may be given a lower priority.

When to Apply

For the 2025 - 2026 academic year, application materials must be **submitted before 11:59 pm on the appropriate date indicated below:**

MAYS:

September 25, 2025 (approximate notification/start date: October 30, 2025)

Applications for MAYS funds may include projects that occur during the fall semester, spring semester, December break, or Maymester. Projects occurring primarily during the summer should be submitted as SURF proposals (Deadline: February 12, 2026).

RPG:

August 28, 2025 (for conference travel July – December)

January 15, 2026 (for conference travel January – June)

RPG application deadlines are determined by the conference travel dates. Please allow 3-4 weeks for grant processing and review.

Under no circumstances will late applications be accepted. For an application to be considered on time and complete, the application, unofficial transcript(s), signatures, and other supporting documents must be submitted through Qualtrics by 11:59 pm on the deadline. Instructions for completing the application on Qualtrics can be found on the URCA website go.charleston.edu/urca. Faculty members should note that the signature by the department chair is required; therefore, an appropriate amount of time should be set aside for review before the deadline. The URCA program staff will not be responsible for ensuring that chairs complete their review by the deadline; this is the responsibility of the submitting faculty member. Applications received after the 11:59 pm deadline will not be reviewed. Incomplete/partially submitted applications will be eliminated from the review process.

Proposal Review Process

A review panel made up of faculty representatives from all Schools of the College will evaluate the proposals; it should be assumed that the reviewers are *not* knowledgeable about the specific content area of the proposed work. It generally takes about 3-4 weeks after submission of an application for notification of the final status of an application.

All URCA grant applications are assessed using the following overall criteria:

- **Rigor**
- **Feasibility**
- **Quality**

The reviewers consider the following criteria for each award:

MAYS:

- Intellectual and academic merit of the project
- Academic preparation of the student to conduct the project
- Motivation of the student
- Quality of writing in proposal (e.g., sophistication of sentence structure, grammatical precision, absence of careless errors)
- Availability of the faculty mentor to effectively mentor the student
- Quality of the research or creative experience and mentoring plan
- Ability of the student to balance project commitment with other academic commitments
- Clarity and appropriateness of the description of the roles of the team members
- Appropriateness of the budget
- Likelihood of communication of project results to the academic community

RPG:

- Quality of the conference/presentation forum

- Role of the student in the presentation of results
- Quality of the research or creative experience and mentoring plan
- Value of the experience to the student
- Quality of writing in proposal (e.g., sophistication of sentence structure, grammatical precision, absence of careless errors)
- Motivation of the student
- Appropriateness of the budget

GRANT SPECIFIC INSTRUCTIONS

MAJOR ACADEMIC YEAR SUPPORT (MAYS)

Amount and Duration of MAYS Grants

The funds for MAYS awards are limited and will be awarded by the Director on a competitive basis, based upon the recommendation of a faculty review panel and available funding. **The maximum award is \$4,000 per application, although applicants should understand that the maximum amount is not usually awarded. Typical award amounts in recent years range from \$1500-\$2000. Project funds may be used to support specific material costs of the project, travel directly associated with the project (this does not include travel for dissemination of results), and other direct costs of the project. MAYS grants do not provide support for student stipends.** The dates of the project are flexible but requested support for MAYS projects must be within the academic year of the application. All funds must be expended by the last day of Maymester.

Team Member Obligations to the Project

Student Role:

In the proposal it must be clear that: 1) the student is academically prepared to have a significant role in the project; 2) that the student's role is more than an apprentice or research assistant – the student must have a substantive and central role in the project; 3) the student will have sufficient time to conduct the proposed work; 4) performing the work of the project will not have an adverse effect on other obligations of the student; 5) the student understands the significance of participation in scholarly work with a faculty member and; 6) the student intends to participate in the dissemination of the results of the project, even if dissemination occurs after graduation. Any obligations that the student has in addition to the proposed work on this project (including courses, employment on or off campus, tutoring, serving as a supplemental instructor, leadership position in a club or organization, etc.) must be described in the **Student Statement of Intent** section of the application. The **Student Statement of Intent** is where the student explains how they will balance commitments to meet all obligations.

In collaboration with faculty mentors, student participants in funded projects are **expected to submit a formal final report within four weeks of the project end date. Students should communicate with their faculty mentors to include all project expenses in the final report.** The report should summarize the results of the project and should include a final budget report. The student-mentor team should use the **MAYS Final Report** Qualtrics survey link that can be accessed on the URCA website. Failure to submit a report will jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA.

Faculty Role:

Faculty mentors must convince the reviewers that they have the time and resources to effectively mentor the student(s) working on the funded project while meeting the contractual obligations of instruction during the academic year. They must ensure that the grant proposal clearly articulates the role of the student in the funded project. They must agree to supervise all grant activities and obligations of the student, including the required final report.

Faculty mentors are entirely responsible for proper administration of the grant funds, including proper procedures for travel arrangements. **Faculty must submit a final expense report, which can be found in the final project report form, no later than four weeks after the project end date.** The **MAYS Final Report** Qualtrics survey link is available on the URCA website. Faculty mentors of funded projects are responsible for reporting any funded projects into the Faculty Activity System (FAS) within two weeks of receiving the funding. The mentor must also update the FAS within four weeks of the project end date.

Failure to submit a final report may jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA. The student and faculty mentor are expected to communicate the results of the project in an appropriate forum (see below).

Presentation of Project Results:

When possible, team members of funded projects **are expected** to present the results of their projects at the annual College of Charleston EXPO: Celebrating Research, Scholarship, Creative Inquiry, and Community Service traditionally held during the spring semester.

Students and their faculty mentors are strongly encouraged to present the results of their scholarly work at an appropriate Departmental, School, College-wide, regional, or national public forum. One such forum that is appropriate for most academic disciplines is the National Conference on Undergraduate Research (www.ncur.org); however, regional or national meetings of disciplinary conferences may be preferred venues in many areas. We strongly encourage students to apply for a RPG to disseminate project results.

All participants agree to acknowledge the support of the URCA program and the College of Charleston in any presentations or communication of the results of the project.

What to Submit

Application and Supplemental Information

A completed and signed application and unofficial transcripts must be submitted through Qualtrics no later than 11:59 pm on the stated deadline. Instructions for applying through Qualtrics can be found on the URCA website go.charleston.edu/urca. The application must contain all the information below to be considered for funding:

1. Student, Faculty, and Project Information
2. Student Statement of Intent (500 words)
3. Additional Statement of Intent, if applicable
4. Non-technical Abstract
5. Project Description (1500 words)
6. Proposed Research or Creative Experience Narrative (1000 words)
7. Proposed MAYS Budget Table
8. **ALL signatures**

Supplemental Information

1. A complete unofficial transcript from EACH higher education institution attended by the student applicant (**Degree audits are not accepted**) and a course schedule for the duration of the grant period.
2. Copy of IRB/IACUC approval, if applicable. Applications will be reviewed without the approval, however, grant funds **will not be transferred** until all approvals are received.

MAYS Proposal Preparation

1. Student, Faculty, and Project Information

All items on the Qualtrics application should be completed, including:

- Proposal Title
- Undergraduate applicant (Name, Email, CofC ID number, Primary Major, Enrollment Status (full or part time), Graduation year)
- Primary and Secondary Mentor Applicant Information (Name, Department, Institutional Affiliation, Email address). **It is essential to enter the correct faculty email address in order to complete the application process.**
 - Faculty Status: Tenured/Tenure-track; Instructor; Visiting; Adjunct; Other
 - Department Chair's Name and Email Address
- Does the proposal involve research on human subjects?
- Does the proposal involve research with live vertebrate animal subjects?
- Information about student or faculty URCA support for this or any other project currently or in the past 12 months.
- Information about other proposals from the student or faculty under consideration by URCA during the current cycle

- Is there another internal or external proposal current or pending for this research/creative work?
- Does the project have potential for copyright or invention?
- Does the project involve biohazards or other safety issues?
- Does the project involve international travel?
 - For proposed international travel to countries categorized by the [U.S. Department of State as Level 3 or 4 Travel Advisory](#), you must consult with the Associate Provost for Academic & International Programs at delmastromp@cofc.edu. **Please upload a signed letter of support from the Dean of your Faculty Mentor's School confirming that you have received approval from the Provost's Office to travel to a country.**

2. Student Statement of Intent (500 word limit)

Statement should be written by the student applicant in which he or she discusses his or her academic and career goals and explains, in specific and persuasive terms, the importance of the knowledge and skill gained from participation in the project to his or her academic and career development. The student should also address their prior research experience and how the project will be coordinated with coursework and other commitments (e.g., jobs, student organizations, service organizations). The student must disclose in the statement whether he or she will receive academic credit for work on the project and a description of that credit (i.e., course number, number of credit hours, semester that credit will be awarded).

Intent to continue similar research or creative activity beyond the period of MAYS support will be viewed positively by the review panel and should be addressed in the statement of intent.

A professional tone and strong writing ability are expected in the statement. Therefore, the student is strongly encouraged to work with the faculty mentor while preparing the statement.

3. Additional Student Statement of Intent (250-word limit)

In cases where the student has a GPA lower than a 3.0, has a grade of C or lower in courses relevant to the project, and/or is taking fewer than 12 credit hours of coursework, he or she must include an additional statement explaining why the GPA or grade(s) are not a valid reflection of his or her academic preparation and/or why the student is enrolled on a part-time basis. This statement should provide convincing evidence to the review committee that the student is adequately prepared academically and fully committed to carrying out the project successfully.

4. Non-Technical Project Abstract (250-word limit)

The non-technical abstract is a critical component of the application. The student and faculty mentor should write the abstract collaboratively. The abstract is for the purpose of public

dissemination of information about the funded project and should make a clear attempt to translate the objective, methodology, and predicted outcomes of the project into terms that would be understood by a general academic audience. Applicants should note that the review panel is particularly sensitive to non-technical abstracts that are full of discipline-specific language that cannot easily be interpreted by one outside the discipline. This error is one of the primary reasons that good proposals are eliminated in a competitive applicant field.

5. Project Description (1500-word limit, not including References)

The faculty mentor and student collaborator should jointly write this section. Although faculty mentors may be primary authors of this section of the proposal, student applicants should be included as such experience serves an important role in the student's development as a scholar. The project description is expected to contain the following elements to be competitive for funding:

a) Technical Abstract: A brief summary of the project in terms typically used in the discipline of the primary mentor.

b) Project Objectives and Expected Outcomes: Primary objectives and expected results (stated hypotheses, if applicable) of the project should be stated with clarity. Short-term objectives that are planned for completion during the funded period and long-term objectives, as appropriate, that will be pursued after the funded effort ends should be included.

c) Project Significance: Significance of the project to the applicable discipline should be described. After reading this, members of the review panel (who will most likely not be experts in the field of the proposed work) should be convinced that the work to be done in this project is of sufficient quality, and the results and findings would be of interest to an academic community of scholars in the field of the inquiry. It is typically expected, and *strongly* encouraged, that scholarly/professional references are used to support this section of the application. A Works Cited, Bibliography, or reference list does not count against the 1500-word limit.

d) Methods of Work:

- Describe how the work on the project will be conducted, including the specific techniques and tools of the discipline that will be used to complete the project. Budget request for specific materials, equipment, and/or other tools of the project should align with this description.
- Describe any special facilities, equipment, or travel that are necessary for the successful completion of this project. Budget request for specific materials, equipment, and/or other tools of the project should align with this description.

- Describe the nature, destination, length, and necessity of any student and/or faculty travel that will occur.
- Describe existing joint efforts of the project team members, any preliminary results that the team members have produced, and existing or planned interactions with other individuals or groups that are potentially beneficial to the project.
- Describe the projected results of the project and their importance to the discipline.
- A timetable or timeline to delineate expectations of meeting projects goals and objectives is encouraged. There should be a compelling temporal need to conduct the project during the specified period. The temporal need should be related to issues other than availability of the student or mentor.

e) Project Dissemination

Describe how and when the results of this work will be internally communicated to the College of Charleston and describe how and when the project results will likely be externally communicated. Specify how the College of Charleston and the URCA program will be acknowledged for support of the project. The student's intent to participate in the dissemination of results should also be addressed. The review panel looks favorably upon the student's involvement in the dissemination of the project results.

f) Budget Justification

Each item requested from URCA must be specifically justified as essential to the success of the project. Identify sources of additional support for each item as appropriate. If this section is not adequately addressed, the grant proposal will not be funded. Allowable costs are as follows:

- **Student Travel:** Only travel needed to conduct the work may be supported. If travel support is requested, it must be justified that comparable project results could not be obtained through use of professional literature or internet resources. Travel for the presentation of results is not allowed (students should apply for an RPG for presentation travel expenses). Use [ORGA](#) *per diem* and mileage rates as needed. Faculty members should not submit travel forms on students' behalf and then reimburse the student. Instead, faculty members should assist the student in completing his or her own forms.

NOTE: If the reviewers deem that the travel is not justified, these funds will be eliminated from the total budget.

- **Faculty Travel:** Proposed faculty travel will be scrutinized very carefully. Any faculty travel must be justified in relationship to the student's work and effort and the project goals or objectives. The program will not fund faculty travel without concurrent student travel. Faculty travel is expected to have substantial departmental or school support to be considered. Travel funding is only available to College of Charleston faculty.

- **Supplies and Materials:** The total cost of supplies and materials includes the sales tax and estimated shipping costs. Sales tax and shipping costs do not have to be listed separately, but they are real costs that must be paid and therefore considered when planning a budget. Items over \$250 should be listed separately. Items under \$250, such as photocopying, may be listed collectively. The relevance to the project of each request listed must be described. All items purchased with these funds (in part or in whole) are the property of the College of Charleston and must remain in the custody and possession of the College of Charleston at the conclusion of the award period. Departmental or School matches for individual items in excess of \$500 are encouraged. If a match will not be made available, the reason must be addressed in the justification section. Items that cost over \$1,000 will require justification based upon student need in this project and by proposed use in future student projects at the College of Charleston.
- **Other:** Must be justified in relationship to the students' work and effort and the project goals or objectives. Includes contractual services and other miscellaneous costs that are directly related to the research/creative work project. Please identify and explain such costs.

Costs related to presentations or publications should not be included, as funds for this purpose are available on a competitive basis by a separate application (RPG) or through the Department or School. No consultant costs or subcontracts are allowed.

g) Additional Sources of Funding

If applicable, please list additional sources of funding that have either been received and/or applied for.

- **Current Cost-Share and External Support:** List any in-kind or cash cost share to the project provided by the Department, School or by external sources. Justify the need for additional financial resources. It is appropriate to submit applications for projects that are also supported by additional internal and external funding, as long as it is made clear that the URCA funding will enhance the project and development of student(s).
- **Pending Support:** If applicable, describe potential sources of support available for the project. Include both external and internal sources: title, dollar amount, expected period of award. Address the impact of the pending support on the work described in this application.

h) References (does not count against word limit)

List supporting literature references in the accepted format of your discipline. Please be consistent in formatting.

6. Proposed Research or Creative Experience Narrative (1000-word limit)

Describe the quality and value of the proposed research or creative experience for the student. This section should be written primarily by the faculty mentor with input from the student. The proposed research or creative experience narrative is expected to contain the following elements to be competitive for funding:

a) Student Development: This section should be written by the faculty mentor and should complement the student's statement regarding the role of the project in his/her development. Specifically, the faculty mentor should describe the nature of the mentor's previous interaction with the student, and opinion on the likely effects the experience will have on the student's development. Explain how the student is academically prepared to work independently on the project. Finally, describe how funding this proposal will enhance the development of the academic and career opportunities for the student.

b) Faculty Mentor and Student Participant Project Roles: The review committee places the highest priority on the quality of mentoring in URCA-funded projects; therefore, the mentor should pay careful attention to this statement of how he or she will guide the work of the student on the project. Describe the role of both the mentor and student, and the nature and extent of their interaction. If the faculty mentor has more than one student applicant for a single project, the mentor should make clear in each application what the student's distinct role in the project will be. Please note that mentor role descriptions that are "cut and pasted" from one student application to another are not typically looked upon favorably by the review panel. The description should explain how the faculty mentor will balance a commitment to the project with other responsibilities. If the project involves a secondary mentor from outside the CofC community, that person's role in the project and as a mentor should be described. In the case of multiple mentors, make sure the collaborative nature of the project is made clear.

- **Additional Commitments:** In addition to the standard academic year faculty commitments, describe any other commitments you have (e.g. directorships, extended vacation, additional research obligations) and how that will be balanced with your role as a mentor.

c) Student Involvement in Application Process: This section should be written by the faculty mentor and clearly indicate the involvement of the student applicant in the preparation of this project description. The reviewers may evaluate this section to get an indication of the nature of the student – mentor interaction expected on the project.

d) Faculty Information: All faculty are encouraged to submit MAYS applications whether or not they have previously applied for URCA funding.

- **Previous Students:** If applicable, list the students who have worked with you on a research or creative project in the past two years and indicate whether or not they were funded by URCA. If they have graduated, please indicate their current employment/graduate school. If you are a recent faculty hire or have not previously mentored students, please indicate that.
- **Previous Dissemination:** If applicable, list discipline appropriate public dissemination of previous student: faculty collaborations (e.g. publications, art installations, conference presentations) that have occurred over the past two years. Please indicate if the students were funded by URCA.
- **Outcomes:** If you have received URCA funding (SURF or MAYS) over the past two years, describe the outcome(s) of the funded project(s).

7. Proposed Budget Table

A completed project budget table must be entered in Qualtrics. The total cost of the project (URCA funding and other funding) must be clearly indicated on the budget form. **The total budget request submitted for URCA funding may not exceed \$4,000.** It should be clear that the full amount is going to direct support of the student effort. Type "N/A" for any rows that are not applicable to your application. Below are brief descriptions for each column in the budget table:

- **MAYS Funding Requested:** Amount requesting from URCA
- **Dept/School/Other Internal Support for Project:** Amount of funding from any other College of Charleston programs, departments, or schools.
- **External Support for Project:** Amount of funding from any organizations outside of the College of Charleston
- **Total Cost of Proposed Project:** Sum of total research project costs

	I	II	III	IV
	MAYS Funding Requested	Dept/School/ Other Internal Support for Project	External Support for Project	Total Cost of project
A. Student Travel*				
B. Faculty Travel*				
C. Supplies & Materials				
D. Other				
E. Total Costs Per Column	(Please ensure the number entered in this cell is the sum of rows A, B, C, and D from			

	column I)			
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All expenditures must be completed by the final day of Maymester.

No travel will be awarded for the dissemination of project results. Funds cannot be transferred or paid to mentors outside of the College of Charleston.

8. Signatures

The application must be digitally signed by the student, faculty mentor(s) and the Department Chair. The student will digitally sign and submit the application in Qualtrics, which will then be forwarded via email to the mentor and department chair for their digital signature. The signatures required do not reflect approval or recommendation for funding; they merely attest to the accuracy of the administrative details.

9. Transcripts and Course Schedule

A complete unofficial transcript from each higher education institution attended by the student applicant (**Degree audits are not accepted**) and a schedule of intended coursework during the project period must be submitted. If a student has received grades from another institution on coursework that counts toward CofC graduation requirements, the transcript from that institution must be submitted with the application. It is not sufficient that the courses are listed on the CofC transcript.

10. Copy of IRB/IACUC Approval, if applicable

An email notification or electronic copy are acceptable. Applications will be reviewed without the approval, however, grant funds **will not be transferred** until all approvals are received. Please email the approval to urca@cofc.edu.

11. Copy of Letter of Support if Traveling Internationally to countries categorized as Level 3 or Above, if applicable

RESEARCH PRESENTATION GRANTS (RPG)

Amount and Duration of RPG Grants

RPG awards may only be used for travel necessary to present the results of student-faculty research and creative activity at meetings, conferences, competitions, etc. **Student applicants must have a primary role in the presentation of results. Preference is given to cases in which the faculty mentor (or appropriate substitute) will travel with the student to the conference and provide on-site mentoring. However, RPG funds only cover student costs associated with attending the conference or other presentation venue.** The dates of the travel must be within the fiscal year of application.

Team Member Obligations to the Project

Student Role:

It must be made clear in the proposal that: 1) the student is knowledgeable about the project and understands the significance of the research; 2) the student's role in the project was critical to its completion; 3) the student will have sufficient time to prepare for the presentation; 4) the student will take advantage of all of the benefits of participating in a professional conference beyond their own presentation and; 5) the conference attendance will align with their career goals.

Student participants in funded projects are **expected to submit a formal final report, in collaboration with faculty mentors, within four weeks of completing travel**. The report should summarize the type of presentation, the significance of the learning experience for the student, and include a final budget report with a copy of the student's Travel Reimbursement (TR). The student-mentor team should use the **RPG Final Report** Qualtrics survey link, which is available on the URCA website.

Faculty Role:

Faculty mentors must convince the reviewers that they have the time and resources to effectively mentor the student(s) leading up to the conference as well as during the conference. A mentoring plan must be clearly articulated in the proposal. They must agree to supervise all grant activities and obligations of the student, including the required final report.

Faculty mentors are entirely responsible for proper administration of the grant funds, including proper procedures for travel arrangements. **Faculty must submit a final expense report, which can be found in the final project report form, no later than four weeks after the project end date**. The student-mentor team should use the **RPG Final Report** Qualtrics survey link, which is available on the URCA website. The report should summarize the type of presentation and the significance of the learning experience for the student and should include a copy of the student's Travel Reimbursement. All final reports should include a final budget report. Faculty mentors of funded projects are responsible for reporting any funded projects into the Faculty Activity System (FAS) within two weeks of receiving the funding. The mentor must also update the FAS within four weeks of completing travel.

Failure to submit a report will jeopardize the eligibility of the faculty mentor to serve as a mentor on any future requests, and it will jeopardize the eligibility of the student to obtain future funding from URCA.

What to Submit

Application & Supplemental Information

A completed and signed application and unofficial transcripts must be submitted through Qualtrics no later than 11:59 pm on the stated deadline. Instructions for applying through Qualtrics can be found on the URCA website go.charleston.edu/urca. The application must contain all the information below to be considered for funding:

1. Student, Faculty, and Project Information

All items on the Qualtrics application should be completed, including:

- Proposal Title
- Undergraduate applicant (Name, Email, CofC ID number, Primary Major, Enrollment Status (full or part time), Graduation year)
- Primary and Secondary Mentor Applicant Information (Name, Department, Institutional Affiliation, Email address). **It is essential to enter the correct faculty email address in order to complete the application process.**
 - Faculty Status: Tenured/Tenure-track; Instructor; Visiting; Adjunct; Other
 - Department Chair Name and Email Address
- Does the proposal involve research on human subjects?
- Does the proposal involve research with live vertebrate animal subjects?
- Information about student or faculty URCA support for this or any other project currently or in the past 12 months.
- Information about other proposals from the student or faculty under consideration by URCA during the current cycle
- Is there another internal or external proposal current or pending for this research/creative work?
- Does the project have potential for copyright or invention?
- Does the project involve biohazards or other safety issues?
- Does the project involve international travel?
 - For proposed international travel to countries categorized by the [U.S. Department of State as Level 3 or 4 Travel Advisory](#), you must consult with the Associate Provost for Academic & International Programs at delmastromp@cofc.edu. **Please upload a signed letter of support from the Dean of your Faculty Mentor's School confirming that you have received approval from the Provost's Office to travel to a country.**

2. Project Description

3. Travel Information

4. List of Authors

5. Proposed RPG budget table with justification

6. ALL signatures

Supplemental Information

1. A complete unofficial transcript from EACH higher education institution attended by the student applicant (**Degree audits are not accepted**).

2. Copy of IRB/IACUC approval, if applicable. Applications will be reviewed without the approval, however, grant funds **will not be transferred** until all approvals are received.

Proposal Preparation

1. Student, Faculty, and Project Information

Complete all items on the Qualtrics application.

2. Project Description

a) **Student Statement of Intent** (500-word limit):

Statement should be written by the student in which he or she discusses his or her academic and career goals and explains, in specific and persuasive terms, the importance of the research presentation to his or her academic and career development. The student should describe the forum in which the presentation will be made and the work that will be required to prepare for the presentation. A professional tone and strong writing ability are expected in the statement. Therefore, the student is strongly encouraged to work with the faculty mentor while preparing the statement.

b) **Additional Statement of Intent, if applicable** (250-word limit):

In cases where the student has a GPA lower than 3.0 and/or is taking fewer than 12 hours of coursework, he or she must include an additional statement explaining why the GPA is not a valid reflection of his or her academic preparation and/or why the student is enrolled on a part-time basis.

c) **Non-Technical Project Abstract** (250-word limit):

The project abstract is a critical component of the application. This section must be written by the student but should be reviewed by the faculty mentor for its accuracy and appropriateness. The student must provide a brief description of the nature of the research project or creative work that has been completed and a summary of the results that will be presented at the conference. The abstract should be written in a tone appropriate for a general academic audience so that it is understandable to scholars from outside the discipline of the proposed project. Applicants should note that the review panel is particularly sensitive to non-technical abstracts that are full of discipline-specific language that cannot easily be interpreted by one outside the discipline. This error is one of the primary reasons that good proposals are eliminated in a competitive applicant field.

d) **Technical Abstract** (250-word limit):

A brief summary of the project in terms typically used in the discipline of the primary mentor.

e) **Faculty Mentor and Student Participant Roles Statement** (500-word limit):

The mentor should write this statement. The faculty mentor should clearly define the roles the student and the faculty will have in the preparation and in the presentation. A professional conference provides opportunities for students well beyond their actual presentation; therefore, the mentor should also include how he or she will mentor the student throughout the preparation and presentation process, as well as on-site at the conference in order for the student to take full advantage of the opportunity. If the student will not actually do the presentation, the faculty member must address why this is the case and provide substantial justification for the importance of having the student attend the conference/presentation forum.

Strong preference will be given to applications where the research mentor (or appropriate substitute) will attend the conference with the student in order to fully engage the student in the conference events. If the mentor does not plan to attend the meeting, please indicate how these goals will be accomplished.

The review committee places the highest priority on the quality of mentoring in URCA-funded projects. It is expected that the student will be formally recognized (name in program, on title, etc.) for his/her contributions to the work product being presented or exhibited.

3. Travel Information

The dates and location of travel, name of conference/meeting to be attended, title of the presentation/performance, style of presentation (oral, poster, exhibit, performance, other), acceptance status, list of authors, and additional presentations of the work on or off-campus. In addition, the level of significance that the conference/meeting has to the field of inquiry will be considered by the review panel so sufficient information for the panel to make judgments should be included.

NOTE: A copy of the abstract acceptance letter/email is required. Please email the notification to urca@cofc.edu. Applications will be reviewed without the acceptance letter; however, grant funds **will not be transferred** until verification is received.

4. List of Authors

A list of authors in the order listed for the conference/meeting should be indicated. Presenting authors should be in ALL BOLD CAPS. Student authors should also be indicated with an asterisk (*).

5. Itemized Budget with Justification

A completed project budget table must be entered in Qualtrics. The total cost of the project (URCA funding and other funding) must be clearly indicated on the form. Only student travel costs are allowable; support for faculty travel should not be included. The maximum amount of the award depends on the location of the conference. For conferences outside the U.S. or conferences west of the Mississippi, the maximum award is \$750 per student. For conferences east of the Mississippi, the maximum award is \$500 per student. For conferences in SC or in states that border SC, the maximum award is \$200 per student. [ORGA](#) *per diem*

and mileage rates should be used as needed. Multiple applicants will be expected to carpool when possible.

A **budget justification** must specifically justify each budget item for which support from the URCA program is requested as necessary to the success of the project. All items should be justified as critical to allowing the travel to occur (e.g., if air travel is requested, justification should address why car travel is impossible; if hotel costs are high, justification should address why this cost will not be shared among multiple student participants). If the total project or travel costs exceed the award limit, then a description of how the excess will be funded, whether from another award, departmental funding, or personal contributions, must be included. The status (i.e., funded/pending, project dates) of this additional funding should be indicated. Often, submitters omit this section – **please be advised that if this section is not addressed sufficiently, the application will not be funded.**

- Expenses must directly relate to the dissemination of project results.
- Budget costs must be as accurate as possible based on anticipated costs. Please refrain from submitting general “estimates” of expenditures.
- All travel expenses must be included. Transportation costs should be itemized. Make clear the mode of transportation and associated cost.
- State Travel Authorization Forms and Travel Reimbursement Forms must be completed for the student who receives the grant, not by the faculty member with the intent to reimburse the student.

The table below must be completed in Qualtrics to ensure review of your project. Any items that are left incomplete will render the application ineligible for review. Type “N/A” for any rows that you do not need.

Items Requested for Full or Partial Support:	Justification	Amount:
(1)		
(2)		
(3)		
(4)		
(5)		
Total Cost of Travel:		
URCA (RPG) Request for Funding of this Project:		
If Total Travel Cost exceeds the RPG Request for this Project then describe source, amount, and		

status (request submitted, awarded, <i>etc.</i>) of other funding support:		
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6. Signatures

The Qualtrics application must be digitally signed by the student, faculty mentor(s) and the Department Chair. The student will digitally sign and submit the application in Qualtrics, which will then be forwarded via email to the mentor and department chair for their digital signature. The signatures required do not reflect approval or recommendation for funding; they merely attest to the accuracy of the administrative details.

7. Transcripts

A complete unofficial transcript from each higher education institution attended by the student applicant must be submitted with the application (**Degree audits are not accepted**). If a student has received grades from another institution on coursework that counts toward CofC graduation requirements, the transcript from that institution must be submitted with the application. It is not sufficient that the courses are listed on the CofC transcript.

8. Copy of IRB/IACUC Approval, if applicable

An email notification or electronic copy are acceptable. Applications will be reviewed without the approval, however, grant funds **will not be transferred** until all approvals are received. Please email the approval to urca@cofc.edu.

9. Copy of Letter of Support if Traveling Internationally to countries categorized as Level 3 or Above, if applicable



MAYS APPLICATION CHECKLIST

Application must be submitted through Qualtrics

1. **Student, Faculty, and Project Information** _____
2. **Student Statement of Intent (500 words)** _____
3. **Additional Statement of Intent,
if applicable (250 words)** _____
4. **Non-technical Abstract (250 words)** _____
5. **Project Description (1500 words)** _____
6. **Proposed Research or Creative Experience Narrative (1000 words)** _____
7. **Completed Budget Table** _____
8. **All Signatures** _____
9. **Unofficial Transcript(s) and Course Schedule** _____
10. **Copy of IRB/IACUC, if applicable** _____
11. **Copy of Letter of Support for International Travel to countries
categorized as Level 3 or above, if applicable** _____

RPG APPLICATION CHECKLIST

Application must be submitted through Qualtrics

1. Student, Faculty, and Project Information _____
2. Project Description _____
 - (a) Student Statement of Intent (500 word limit) _____
 - (b) Additional Statement of Intent,
if applicable (250 word limit) _____
 - (c) Non-technical Project Abstract (250 word limit) _____
 - (d) Technical Project Abstract (250 word limit) _____
 - (e) Roles Statement (incl. mentoring plan; 500 word limit) _____
3. Travel Information _____
 - (a) Abstract Acceptance Letter, if received _____
4. List of Authors _____
5. Completed Budget Table _____
6. Signatures _____
7. Unofficial Transcript(s) _____
8. Copy of IRB/IACUC, if applicable _____
9. Copy of Letter of Support for International Travel to countries categorized
as Level 3 or above, if applicable _____