Application Instructions

Office of Undergraduate Research and Creative Activities (URCA)
Research Presentation Grant (RPG) Application

Application must be submitted through Qualtrics. Please be sure to click the "Submit" button on the last page.

The following steps are required to successfully submit your grant proposal for review:

- Please use ONLY CofC email addresses and ensure you have entered the CORRECT CofC faculty email addresses in order to complete the application process.
- Digital signatures are required for all participants. Please read the URCA Guidelines prior to signing. Please **ONLY check "yes" for your specific role** (i.e., Student, Faculty, Chair, etc.). Leave blank for all other participants. If this is done correctly, one at a time, your

Faculty Mentor(s) and Department Chair(s) will receive an email inviting them to review and sign the application.

- You will receive an email that your application has been submitted.

If you experience any challenges uploading documents to Qualtrics, you may use SecureShare to securely share files with urca@cofc.edu. You may also email urca@cofc.edu with any questions or concerns.

Student Applicant Information

Enter the student applicant name [First and Last]:

Enter the student applicant email address with no spaces before or after the text.

Please confirm your student applicant email address.

Enter the student applicant CofC ID Number:

Enter the student applicant primary major:

Current enrollment status of student applicant:

○ Full-time (12 hours or more)

○ Part-time (less than 12 hours)

Graduation year of student applicant:

[⌄]

Please select (if applicable):

☐ Minority

☐ First-Generation Student

How did you hear about this particular grant opportunity?

☐ Yammer   ☐ Chair/Dean

☐ Facebook   ☐ Professor

☐ Instagram   ☐ URCA Website

☐ Twitter   ☐ Cofc Calendar

Email   Other, please specify

☐   ☐ [   ]

☐ Campus Flyer/Digital Advertisement

Upload transcripts

Upload additional transcripts (if needed)

Upload acceptance letter. A copy of the abstract acceptance letter/email is required. If you are unable to upload it with your application, you may email the notification to urca@cofc.edu. Applications will be reviewed without the acceptance letter; however, grant funds will not be transferred until a verification is received.

Upload IRB/IACUC Approval, if applicable

Mentor Information

Enter the primary faculty mentor applicant's name [First and Last]:

Enter the primary faculty mentor email with no spaces before or after the text. **It is essential to enter the correct faculty email address in order to complete the application process.**

Please confirm the primary faculty mentor email address.

Enter the primary mentor's department (no abbreviations please):

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Primary mentor's faculty status:

○ Tenured/Tenure-Track

○ Instructor

○ Visiting

○ Adjunct

○ [   ] Other, please specify:

If applicable, enter the secondary faculty mentor email with no spaces before or after the text. If this does not apply to you, please leave blank.

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Enter the name of the primary faculty mentor's Department Chair [First and Last]:

[   ]

Enter the Department Chair's email with no spaces before or after the text.

[   ]

Please confirm the Department Chair's email with no spaces before or after the text.

[   ]

If applicable, enter the secondary Department Chair's email with no spaces before or after the text. If this does not apply to you, please leave blank.

[   ]

Project Information

PROPOSAL TITLE:

[   ]

Please provide the following project information:

	Yes	No
Does the proposal involve research on human subjects?	○	○
Does the proposal involve research with live vertebrate animal subjects?	○	○
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 proposal involve international travel?	○	○

For international travel, please confirm the Travel Advisory Level per the U.S. Department of State (see https://travel.state.gov/content/travel/en/traveladvisor

○ Level 1 – Exercise Normal Precautions

○ Level 2 – Exercise Increased Caution

○ Level 3 – Reconsider Travel

○ Level 4 – Do Not Travel

For proposed international travel to countries categorized by the U.S. Department of State as Level 3 or above, 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.**

Please share any URCA support that the student or faculty has received for this or any other project currently or in the past 12 months. Please indicate any other proposals from the student or faculty under consideration by URCA during the currently cycle. If none, please write "None."

Project Description

Student Statement of Intent (500 word limit):

Additional Statement of Intent (250 word limit). ONLY IF NEEDED (see application guidelines).

Non-Technical Project Abstract (250 word limit):

Technical Abstract (250 word limit):

Faculty Mentor and Student Participant Roles Statement (500 word limit)

Travel Information

[   ]

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

[   ]

Itemized Budget with Justification Table. List all items requested for full or partial support. *No travel will be awarded for the dissemination of project results.

	Item requested for full or partial support	Justification	Amount
1.			
2.			
3.			

	Item requested for full or partial support	Justification	Amount
4.			
5.			

Budget Summary

	Amount
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, etc.) of other funding support:

Signatures

Digital signatures are required for all participants. Please read the URCA Guidelines prior to signing.

Please **ONLY check "yes" for your specific role** (i.e., Student, Faculty, Chair, etc.). Leave blank for all other participants.

As the Student, I am aware of and intend to follow appropriate Program, Departmental, School, College and State rules and regulation for conducting projects, travel, and expenditure of funds.

☐ Yes
☐ No

Student Applicant sign here.

> ## SIGN HERE
> ×
>
> clear

IMPORTANT: If you are a Student, leave this question blank. ONLY check "yes" for your specific role (i.e., Student, Faculty, Chair, etc.). Leave blank for all other participants.

As the Faculty Mentor, I am aware of and intend to follow appropriate Program, Departmental, School, College and State rules and regulation for conducting projects, travel, and expenditure of funds.

☐ Yes

☐ No

Primary Faculty Mentor sign here.

> ## SIGN HERE
> ×

clear

IMPORTANT: If you are a Student, leave this question blank. ONLY check "yes" for your specific role (i.e., Student, Faculty, Chair, etc.). Leave blank for all other participants.

As the Department Chair, I acknowledge that this student and faculty mentor are applying for an URCA Grant and that the funds for successful proposals will be transferred into the departmental account for disbursement based on the budget included in this proposal.

☐ Yes

☐ No

Department Chair sign here.

× SIGN HERE

clear

Secondary Faculty

As the Secondary Faculty Mentor, I am aware of and intend to follow appropriate Program, Departmental, School, College and State rules and regulation for conducting projects, travel, and expenditure of funds.

☐ Yes

☐ No

Secondary Faculty Mentor sign here.

SIGN HERE

clear

As the Secondary Department Chair, I acknowledge that this student and faculty mentor are applying for an URCA Grant and that the funds for successful proposals will be transferred into the departmental account for

disbursement based on the budget included in this proposal.

☐ Yes

☐ No

Secondary Department Chair sign here.

Instructions

Congratulations, you are almost ready to submit your preliminary grant application. *Please ensure you have entered the CORRECT CofC faculty email addresses in order to complete the application process.*

Be sure to scroll to the bottom and click the "Submit button," then save the PDF on the next page for your records.

What happens now?

The following steps are required to successfully submit your grant proposal for review:

- Please use ONLY CofC email addresses and ensure you have entered the CORRECT CofC faculty email addresses in order to complete the application process.
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