



Application Instructions

Office of Undergraduate Research and Creative Activities (URCA) Summer Undergraduate Research with Faculty (SURF) Grant 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.
- One at a time, your Faculty Mentor(s) and Department Chair(s) will receive an email inviting them to review and sign the application.
- Once all signatures have been entered, you will receive a confirmation 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?

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Yammer | <input type="checkbox"/> Chair/Dean |
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Professor |
| <input type="checkbox"/> Instagram | <input type="checkbox"/> URCA Website |
| <input type="checkbox"/> Twitter | <input type="checkbox"/> Cofc Calendar |
| <input type="checkbox"/> Email | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> | <input type="text"/> |

Campus Flyer/Digital Advertisement

Upload transcripts

Upload Course Schedule

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):

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.

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?	<input type="radio"/>	<input type="radio"/>
Does the proposal involve research with live vertebrate animal subjects?	<input type="radio"/>	<input type="radio"/>
Is there another internal or external proposal current or pending for this research/creative work?	<input type="radio"/>	<input type="radio"/>
Does the project have potential for copyright or invention?	<input type="radio"/>	<input type="radio"/>
Does the project involve biohazards or other safety issues?	<input type="radio"/>	<input type="radio"/>

Do you want your project to be considered for The Sustainability Award?

Yes No

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."

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Student Statement of Intent (500 word limit):

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

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Non-Technical Project Abstract (250 word limit):

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Project Description (1500 word limit, not including References). The Project Description is expected to contain all required elements to be competitive for funding (see application guidelines).

A large, empty rectangular box with a thin black border, intended for the Project Description. A small diagonal slash is visible in the bottom right corner of the box.

If your Project Description requires charts, graphs, or other special figures, you may upload a PDF of your Project Description here. You must still adhere to the 1500 word limit. Please write "See PDF" in the field above.

References. Please use this space to provide any references or works cited in the Project Description.

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Proposed Research or Creative Experience Narrative (1000 word limit). The Narrative is expected to contain all required elements

to be competitive for funding (see application guidelines).

Proposed Budget Table

*Funds are distributed over two fiscal years. Funds in Column I must be expended by June 30th; funds in Column II must be expended by the first day of the fall semester.

**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.

	SURF Funding Requested For Use Prior to June 30*	SURF Funding Requested For Use After July 1*	Dept/School Other Internal Support for Project	Exter
A. Student Salary (taxable amount)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Faculty Salary (taxable amount)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Student Travel**	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. Faculty Travel**	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. Supplies & Materials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. Other <input style="width: 120px; height: 30px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	SURF Funding Requested For Use Prior to June 30*	SURF Funding Requested For Use After July 1*	Dept/School Other Internal Support for Project	Exter
G. Total Costs Per Column	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL SURF FUNDING REQUEST

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

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

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.

×

SIGN HERE

clear

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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