

The College of Letters and Science

Awards for Undergraduate Research and Creative Activities (URCA Grants)

2009-10 APPLICATION DATES: Fall	Tuesday, October 27, 2009	Campus-wide
Colloquium:	Thursday, May 20, 2010 Corwin Pavilion	Campus-wide
Colloquium Entry Date:	Wednesday, April 7, 2010	Campus-wide

For the 2009-2010 academic year, awards for research and creative activities, including research-related domestic travel, are available to all **UCSB undergraduates regardless of college affiliation**, who are participating in research or creative activities connected with a departmental honors program leading to Distinction in the Major. Students who are currently engaged in, or plan to initiate a project during the academic year should consider applying for a grant, using the application forms available online at www.Ltsc.ucsb.edu/urca, and submitting them on the appropriate deadline date, as listed above.

General Information: The University of California, Santa Barbara actively supports the efforts of undergraduate students to pursue meaningful research and creative activities under faculty supervision. The Undergraduate Research and Creative Activities (URCA) Office in the College of Letters and Science sponsors student projects with funding from university and private sources.

General Requirements: To be eligible for an undergraduate research award, the applicant must be an enrolled undergraduate in good academic standing at UCSB throughout the funding period and be participating in a departmental Distinction in the Major or Honors program, or completing a senior thesis. Awards are not given retroactively for completed projects. All funding applications require a letter of support for the student and project from a faculty mentor. Students are encouraged to seek out a faculty member to supervise their projects. To receive an award, prospective applicants must meet general requirements and the criteria for at least one of the available funding sources. Individual funding sources may have additional criteria, such as minimum grade point average or major requirements.

Award Limitations per Project: The maximum award for a project is **\$500***.

***Note:** No awards will be made to group projects. The awards may be less than the maximum depending upon budgetary constrictions.

The following application components are to be submitted electronically to the URCA unit, urca@ltsc.ucsb.edu by October 27, 2009.

ON-LINE DATA FORM

Please completed the on-line form found at www.ltsc.ucsb.edu/urca/research.php. You will receive an electronic copy of the completed form for your records.

PROJECT PLAN:

This is the brief narrative not to exceed two pages (single or double-spaced with standard margins and font size no smaller than 11 points). The narrative must include brief responses to the following questions:

- **Specific Aims:** What do you intend to do? List the overall objectives of your project and describe concisely and realistically what the project is intended to accomplish, including any hypotheses to be tested. Scripts for film or dramatic projects are not appropriate substitutes for a project plan.
- **Research Design and Methods:** Describe the research design and the procedures to be used. Include the means by which applicable data will be collected, analyzed and interpreted. Provide a timetable for the project. If your project involves human subjects, please note that you have complied with University guidelines for the use of human subjects. [These guidelines are available from the Office of Research web site, <http://www.research.ucsb.edu/compliance/index2.shtml>. Questions should be directed to The Human Subjects Coordinator, Office of Research, graham@research.ucsb.edu. *Please do not submit the Human Subjects Committee application with this proposal.*]
- **Background and Significance:** Relate the specific aims to the broader goals of your undergraduate education and major field of study. Why is this award of significance to you? What courses or other experiences have prepared you to undertake this project?
- **Budget:** Include a brief listing of the costs connected with the project such as computing and general office supplies (limited to \$100), photocopying, laboratory supplies, rental of equipment and domestic travel outside the general commuting area (Santa Barbara/Goleta area). All travel must be in accordance with university policy in order to be eligible for reimbursement. Please contact the Financial Officer in your mentor's department prior to submitting the proposal for the current mileage reimbursement rates and other travel issues. The purchase of equipment (computers, software, printers, cameras, tape recorders, etc) and books are not allowed nor are requests for salary. URCA funding restrictions do not allow for payment of services via payroll. If you are requesting payment to subjects, be sure you have adhered to university policies on the use of human subjects as explained earlier in the proposal instructions.

MENTOR'S LETTER

A letter is required from your faculty mentor. Please give your mentor the Faculty Endorsement Instruction Form, along with a copy of your project plan. Typically, full-time faculty at any rank, including emeriti and visiting professors (with an appointment of at least one year), are considered as appropriate mentors. Graduate students, part-time lecturers and staff are not. If you have any doubts in selecting your mentor, please consult with the URCA Coordinator for clarification. It is your responsibility to see that your mentor submits the support letter on time. Please allow the mentor sufficient time to review your plan prior to the submission deadline. We ask that the mentor verify the student's participation in a departmental Distinction in the Major or Honors program or is pursuing a senior thesis project.

All components of the URCA grant proposal are to be submitted electronically to the Undergraduate Research and Creative Activities Unit in the College of Letters and Science, urca@Ltsc.ucsb.edu. The project plan and mentor's letter are to be sent electronically as a word or PDF document. **These documents and the on-line Data Form must be received by the Undergraduate Research and Creative Activities Unit no later than Tuesday, October 27, 2009. Late submissions will NOT be considered.**

One or more faculty members will evaluate each proposal, with particular attention to the following:

- Stated project objectives
- Consistency of proposed methodology and project objectives
- Mentor support
- Appropriate use of funds
- Feasibility of proposed project schedule
- Quality of overall presentation and documentation

Awards will be made based on available funds and student eligibility as recommended by the reviewer(s).

Notification of award decisions will be sent via e-mail approximately 30 business days after the deadline.

Award decisions will NOT be given over the telephone.

**URCA Undergraduate Research Proposal
INSTRUCTIONS FOR MENTOR'S SUPPORT LETTER**

The Applicant should complete the top section and then give this form to their faculty mentor along with a copy of their project plan. Please do this early enough to allow time for the mentor to review the plan and submit the letter by the required deadline.

Applicant Name

Name: _____ Perm: _____

Telephone Number: _____

E-mail Address: _____

Date letter must be received by URCA Unit: October 27, 2009

TO THE MENTOR:

We appreciate your willingness to serve as this student's mentor on this project. The applicant's ability to meet the criteria we have outlined in "General Requirements" on the first page of the proposal packet should be considered along with whatever requirements you have for supervising students' independent projects. Your letter should be addressed to the Undergraduate Research Review Committee and should include:

- Your assessment of the student's ability to undertake the proposed project and the student's involvement in a departmental honors or senior thesis program leading to Distinction in the Major.
- Comments on the educational merit of the project.
- A brief description of your anticipated supervisory role.
- A thorough review of the project and budget. (The students are required to prepare the proposals themselves and should express in their own words any information that may have been provided by you or taken from other sources.)

If you are submitting recommendations for more than one applicant for the same project, please make sure to assess each one individually within a single letter.

*Please Note: Funds for the awards resulting from this competition will be transferred to the faculty mentor's department. While **only** the student may authorize the expenditure of funds, it is the faculty member's responsibility to see that the use of those funds is in accordance with program and University policies.*

Please submit your letter electronically to the URCA Coordinator, urca@ltsc.ucsb.edu, by the deadline shown above.

Please contact the URCA Coordinator, urca@ltsc.ucsb.edu or (805) 893-2319, if you have any questions.