

Directions for Submitting a FRAP Faculty Form

Once you have filled out the form, you may select “**Submit by Email**” to begin the submission process, or print a copy of the form for your records.

Please check one: New Entry Renew/Updated Entry Remove

More than one entry if you have multiple projects on which students can work. Projects are department-specific. At your request your project(s) will be cross-listed under any related department code. Only one student can receive credit from the department or department code. *Any special requests should be included in the body of your email submission.*

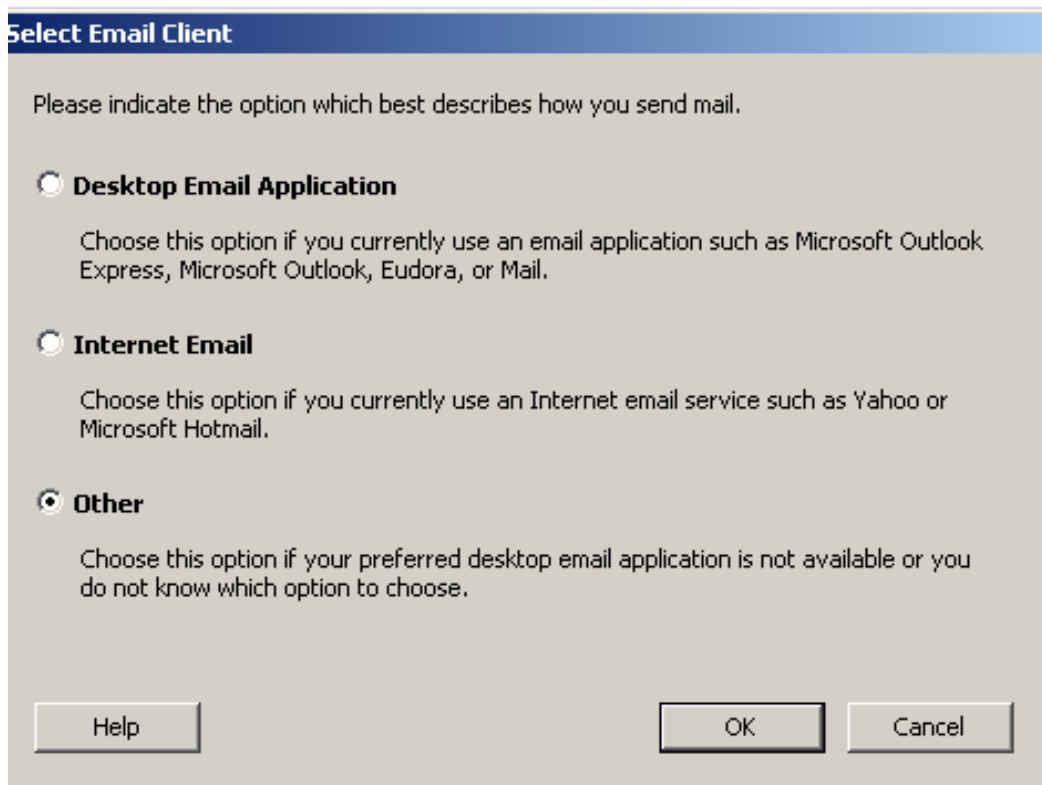
Submit by Email

Print Form

Reset Form

Undergraduate Research & Creative Activities

After selecting “**Submit by Email**”, choose the mailing option that best applies to you. If you are unsure, choose “**Other**”. Press **OK** to continue.



Select Email Client

Please indicate the option which best describes how you send mail.

Desktop Email Application
Choose this option if you currently use an email application such as Microsoft Outlook Express, Microsoft Outlook, Eudora, or Mail.

Internet Email
Choose this option if you currently use an Internet email service such as Yahoo or Microsoft Hotmail.

Other
Choose this option if your preferred desktop email application is not available or you do not know which option to choose.

Help OK Cancel

Use the information provided in “Sending the Data File” for the recipient address, subject and message body and select “**Save Data File**”. Enter a name and select a location for your XML file and select “**Save**”.

aph describing the project (5-6 lines).

Sending the Data File

How to Send the Data File

Step 1 Click the 'Save Data File' button below and save the data to a place where you can find it easily. After you save the file, you will be returned to this screen to continue.

Please Note: The form itself is not saved (only the data you typed)


Step 2 Create a new email message as you normally would. If you use Internet email and are viewing this form online, open a new browser window so you can keep this window open. Fill in the email with the following information:

To:

Subject:

Message:

Step 3 Attach the data file you saved in Step 1 and send your message.

 Please print your completed form if you would like a copy for your records.

Send an email message to acadenas@ltsc.ucsb.edu with the XML file attached.