

# COLLEGE of CHARLESTON

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## UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES

### Academic Year Research Grant (AYRA) Application Checklist

- \_\_\_\_ 1. **Proposal Title** – May be used in publications if grant is awarded. A concise and grammatically correct title is imperative.
  
- \_\_\_\_ 2. **Name, Department and Email Address of Faculty Mentor Applicant** – List as you would like the name to appear in publications if grant is awarded. You will be notified by email of the status of your application. The department name should be the name of the department that will manage the grant funds.
  
- \_\_\_\_ 3. **Name, Primary Major CofC ID, and Email Address of Undergraduate Applicant** – List as you would like the name to appear in publications if grant is awarded. Your CofC ID number is necessary to verify your student status. You will be notified by email of the status of your application. Your Primary Major may be used in publications.
  
- \_\_\_\_ 4. **Requested Dates of Project Support** – These dates are used to verify the eligibility of the grant. They will also be used to determine when final reports of your grant are due.
  
- \_\_\_\_ 5. **Total Amount requested from URCA** – This number should not exceed the maximum amount allowed for an AYRA Grant (\$300).
  
- \_\_\_\_ 6. **Project Information** – Complete all sections of this area as instructed. Leaving an area blank will render the application incomplete, and it will not be reviewed for funding. **ALL IRB AND IACUC APPROVALS MUST BE ATTACHED TO THE HARDCOPY APPLICATION.**
  
- \_\_\_\_ 7. **Undergraduate Applicant Signature** – By signing this application you have agreed to abide by the AYRA Guidelines and to the FERPA Waiver as stated on the application. It also indicates you are aware of and intend to follow the appropriate State, College, School, Departmental rules and regulations for conducting projects, travel, and expenditure of funds.
  
- \_\_\_\_ 8. **Mentor Signature** – By signing this application you have agreed to abide by the AYRA Guidelines and to the FERPA Waiver as stated on the application. It also indicates you are aware of and intend to follow the appropriate State, College, School, Departmental rules and regulations for conducting projects, travel, and expenditure of funds, that you accept responsibility for proper administration of grant funds, and that you will retain all records in the event that an audit is ordered.

\_\_\_\_ 9. **Chair and Dean Signatures** – Applications are not complete without these signature and will not be considered for review without it. The signatures indicate the Chair/Dean understands the nature of the research and the plans for conducting the research, including the plans for expenditure of funds. If departmental funding is assumed by applicant, the chair’s signature indicates verification that these funds are available for the project.

\_\_\_\_ 10. **Project Description** – The quality of this section will be a primary criterion in the evaluation of the application. Applications that exceed the maximum prescribed word limits will not be considered for review. The description should include a

\_\_\_\_ (A) **Non-Technical Project Abstract** written by the student. The abstract should describe in non-technical terms, the basic goals of the project and the importance of the project. Word limit: 250.

\_\_\_\_ (B) **Student Statement of Intent** written by the student. The statement should describe the importance of the involvement in the project to the student’s academic and career development. Word limit: 250.

\_\_\_\_ (C) **Roles Statement** written by faculty mentor – The description should state the individual responsibilities of the mentor and the student who will participate in the project and explain how the faculty mentor will balance a commitment to the project with other responsibilities. Word limit: 250.

\_\_\_\_ 11. **Proposed Budget** – All anticipated project costs, both those included in the URCA request and those outside the URCA request, must be reported.

\_\_\_\_ **Itemized Budget** – Requested funding from the URCA program must be itemized and clearly indicated in the appropriate section of the budget. Total project costs, including both URCA and non-URCA costs, should be provided.

\_\_\_\_ **Budget Justification** – Each item included in the URCA request must be clearly justified as essential to the success of the project. Budget items outside of the URCA request do not require justification, but a statement should be included regarding the source and status of these funds.

\_\_\_\_ 12. **Transcript(s)** – A complete unofficial copy of the student’s College of Charleston transcript and transcripts from any other institutions where the student has received course credit must be attached to the hardcopy of the application.

\_\_\_\_ 13. **Student Schedule during Project Period** – An intended or actual schedule of courses that the student will take during the project period must be attached. If this schedule changes after the grant is awarded, the revised schedule must be submitted to the Director of Undergraduate Research.

\_\_\_\_ 15. **IRB/IACUC** – Attach approvals if applicable to the hardcopy application.

\_\_\_\_ 16. **Electronic Submission** – A complete copy of your application must be submitted electronically to [urca@cofc.edu](mailto:urca@cofc.edu) by 5:00pm on the stated deadline. **Late or incomplete applications will not be considered for review.**

\_\_\_\_ 17. **Original Application** – A typed, complete hardcopy application with all required attachments must be submitted to the URCA office, 6 Green Way, 2<sup>nd</sup> Floor by 5:00pm on the stated deadline. **Late or incomplete applications will not be considered for review.**