

# COLLEGE of CHARLESTON

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## UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES

### Major Academic Year Support Grant (MAYS) 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 a MAYS Grant (\$5000).
  
- \_\_\_\_ 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 MAYS 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 signatures 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. **Student Statement of Intent** – A one- page (12 pt font, Time New Roman, 1 inch margins, single spaced, 500-word) statement written by the student applicant, in which the student discusses his or her academic and career goals and explains the importance of the project to his or her academic and career development.

\_\_\_\_\_ 11. **Project Description** – no longer than five pages (12 pt font, Times New Roman, 1 inch margins, single spaced). *Appendices or other attached materials are not allowed.* The project description should contain the elements below. Deviation from this format will be grounds to deny funding or to reduce the relative rank ordering of the application.

- (a) **Non-Technical Project Abstract**
- (b) **Project Objectives**
- (c) **Project Significance**
- (d) **Methods of Work**
- (e) **Faculty Mentor and Student Participant Roles**
- (f) **Current and Pending Support**
- (g) **Student Development**
- (h) **Project Dissemination**
- (i) **Student Involvement in Application Process**

\_\_\_\_\_ 12. **Project References:** List supporting literature references in the accepted format of the discipline.

\_\_\_\_\_ 13. **Proposed Budget and Justification** – The relevance of each request to the project must be justified. Failure to submit a complete itemized budget and a budget justification will result in the application not being considered for review.

\_\_\_\_\_ 14. **Faculty BioSketch** – Complete the form, limiting responses to two pages.

\_\_\_\_\_ 15. **Faculty Mentor Recommendation** – The first section is to be completed by the student. The remaining sections should be completed by the faculty mentor. Failure to complete this section will result in the proposal not being submitted for review.

\_\_\_\_\_ 16. **Transcript(s)** – Attach to the hardcopy application a complete unofficial copy of transcript(s) from all institutions attended.

\_\_\_\_\_ 17. **IAC/IACUC** - Attach to the hardcopy application approvals if applicable.

\_\_\_\_\_ 18. **Electronic Submission** - A complete copy of your application must be submitted 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.

\_\_\_\_\_ 19. **Original Application** - A complete application 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.