

COLLEGE of CHARLESTON

UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES

Research Presentation Grant (RPG) 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 RPG Grant.

- ____ 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 RPG 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 RPG 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 student must provide a brief description of the nature of the research project or creative work that has been completed and the results of which will be presented at the conference. Word limit: 150.

_____(B) **Student Statement of Intent** written by the student. In it, the student should describe the focus of the presentation and the forum in which the presentation will be made. The student should also address the importance of the presentation to his or her academic and career development. Word limit: 200.

_____(C) **Roles Statement** written by faculty mentor – In this statement, the faculty member should make clear the role of the student in the presentation. The faculty member’s role in the presentation should also be addressed. Word limit: 150.

____ 11. **Travel Information** – Complete all sections of this area. Leaving an area blank will render the application incomplete and will result in the application not being reviewed for funding.

____ 12. **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 conference/presentation travel. 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.

____ 13. **Transcript(s)** – Attach a complete unofficial copy of your transcript(s).

____ 14. **IAC/IACUC** – Attach approvals if applicable.

____ 15. **Electronic Submission** – A complete copy of your application must be submitted to urca@cofc.edu by 5:00pm by the stated deadline. Late or incomplete applications will not be considered for review.

____ 16. **Original Application** – A complete application must be submitted to the URCA office, 6 Green Way, 2nd Floor, by 5:00pm on the stated deadline. Late or incomplete applications will not be considered for review.