

## 2019-2020 Undergraduate Research Opportunity Program (UROP) Full Grant Application - Due Friday March 1, 2019 5 pm MT

The Undergraduate Research Opportunity Program (UROP) is a competitive grants program out of the Office of Undergraduate Experiences designed to financially support original faculty-mentored research, creative, and other scholarly activities undertaken by undergraduates outside the traditional classroom at the University of Colorado Denver and CU Anschutz Medical Campus. \*\*\*Applications are due by Friday, March 1, 2019.\*\*\*

Any degree-seeking undergraduate student on either campus at CU Denver who has completed a minimum of 15 semester hours of coursework with a cumulative CU GPA  $\geq 2.5$  is eligible to apply for a UROP Grant. Recipients must be continuously enrolled as undergraduates at CU Denver over the UROP Grant award period. Students entering a graduate or professional program during the UROP Grant award period are not eligible to apply or receive funds. As part of their budget, students may request support to defray the cost of: materials, equipment, travel, and stipends, as well as dissemination, including travel to meetings. Costs of enrollment (e.g., tuition) are not covered, as a UROP Grant is not a scholarship. With the exception of stipends, all incurred expenses will be reimbursed over the duration of the grant.

All awardees, including those who graduate prior to May 2020, are required to attend two UROP workshops over the academic year, present the results of their grant at the CU Denver Research and Creative Activities Symposium (RaCAS) tentatively on April 24, 2020, complete a brief final report, and participate in program assessment. All applicants are invited to attend this year's Research and Creative Activities Symposium on April 26, 2019. This is a great way to gain presentation ideas, network, and explore RaCAS. For more information, please visit:

<http://www.ucdenver.edu/life/services/ResearchDay/Pages/ResearchDay.aspx>

### Eligibility Information:

Students seeking UROP support for research, creative, and other scholarly activities must meet the following criteria:

- An undergraduate student at CU Denver or CU Anschutz Medical Campus working towards a baccalaureate degree.
- A project submitted that is related to the student's declared major or minor and career goals. Undeclared students are not eligible to apply.
- A minimum of 15 semester hours of completed course work, with a cumulative CU grade point average  $\geq 2.5$ .
- Students graduating prior to May 2020 may participate as the sole Principal Investigator, but may not serve as the Principal Investigator of a team project involving multiple students.
- All applicants must submit a pdf of unofficial UCD student transcripts which will be used by the Office of Undergraduate Experiences to assess eligibility and academic preparation for proposed activity.

### Amounts Available:

Maximum budget request for an individual project:	\$1,200
Maximum budget request for two-student project:	\$2,400
Maximum budget request for group project:	\$3,600

### Application Instructions/Deadline:

- The Faculty Mentor Information page and letter of support must be completed by the faculty mentor and submitted to

[mary.baitinger@ucdenver.edu](mailto:mary.baitinger@ucdenver.edu) by the application deadline. The letter of support should be submitted with the following

format: PI's Last Name First Name - Mentor Last name - Support letter 2019-2020 UROP (Example:

Baitinger Mary

Hamilton - Support letter 2019-2020 UROP)

- Incomplete applications will not be reviewed.
- Each PI needs to submit unofficial UCD student transcripts as a PDF file in the following format: PI's Last Name First Name –Transcripts {Example: Baitinger, Mary –Transcripts}.
- The completed application and transcripts are due by Friday, March 1, 2019 by 5:00 p.m. MDT.

Email to: [mary.baitinger@ucdenver.edu](mailto:mary.baitinger@ucdenver.edu)

For an in-depth discussion of all UROP application materials (including the evaluation rubrics), please visit

the UROP main page at: <http://www.ucdenver.edu/student-services/resources/ue/urca/Pages/UROP.aspx>

You may only go in one time to input your data for the application. To preview the whole application, please visit our main page at: <http://www.ucdenver.edu/student-services/resources/ue/urca/Pages/UROP.aspx>

\* Required

## General Information

1. Principal Investigator (Student) \*

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2. Proposal Title \*

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3. Proposed Budget Request (put a dollar amount)

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4. Project will begin \*

Mark only one oval.

Summer 2019

Fall 2019

## Application Section I: PI Contact Information

5. PI Student ID # \*

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6. PI Major \*

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7. PI Minor

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8. PI Employee ID # (if previously employed by the University of Colorado)

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9. PI Primary Phone #

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10. PI CU Denver GPA \*

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11. **PI CU Denver E-mail \***

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12. **PI CU Denver Expected Graduation Date**

Mark only one oval.

- Spring 2019 (note: this makes the PI ineligible to receive this funding)
- Summer 2019 (note: this makes PI ineligible to be leader of a multi-student UROP proposal and student is expected to return to participate in RaCAS 2020)
- Fall 2019 (note: this makes PI ineligible to be leader of a multi-student UROP proposal and student is expected to return to participate in RaCAS 2020)
- Spring 2020
- Summer 2020
- Fall 2020
- Spring 2021
- Summer 2021
- Fall 2021 or beyond

13. **OPTIONAL: WHETHER YOU ANSWER OR NOT, YOUR APPLICATION WILL STILL BE ELIGIBLE FOR CONSIDERATION** Mark all those that apply:

Check all that apply.

- Are you an ethnic minority undergraduate student?
- Did you graduate from a high school in a rural community (rural communities outside of urban areas)?
- Are you a first generation college student (neither parent/legal guardian has received a baccalaureate degree)?
- I am not any of the above.
- I decline to answer.

**Application Section I: co-PI Contact Information**

14. **co-PI First Name**

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15. **co-PI Last Name**

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16. **co-PI Student ID #**

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17. **co-PI Major**

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18. **co-PI Minor**

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19. **co-PI Employee ID # (if previously employed by the University of Colorado)**

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20. **co-PI Primary Phone #**

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21. **co-PI GPA**

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22. **co-PI CU Denver E-mail**

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23. **co-PI CU Denver Expected Graduation Date**

Mark only one oval.

- Spring 2019 (note: this makes the PI ineligible to receive this funding)
- Summer 2019
- Fall 2019
- Spring 2020
- Summer 2020
- Fall 2020
- Spring 2021
- Summer 2021
- Fall 2021 or beyond

24. **OPTIONAL: WHETHER YOU ANSWER OR NOT, YOUR APPLICATION WILL STILL BE ELIGIBLE FOR CONSIDERATION Mark all those that apply for co-PI:**

Check all that apply.

- Are you an ethnic minority undergraduate student?
- Did you graduate from a high school in a rural community (rural communities outside of urban areas)?
- Are you a first generation college student (neither parent/legal guardian has received a baccalaureate degree)?
- I am not any of the above.
- I decline to answer.

## Application Section I: 3rd co-PI Contact Information

25. **3rd co-PI First Name**

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26. **3rd co-PI Last Name**

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27. **3rd co-PI Student ID #**

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28. **3rd co-PI Major**

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29. **3rd co-PI Minor**

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30. **3rd co-PI Employee ID # (if previously employed by the University of Colorado)**

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31. **3rd co-PI Primary Phone #**

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32. **3rd co-PI GPA**

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33. **3rd co-PI CU Denver E-mail**

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34. **3rd co-PI CU Denver Expected Graduation Date**  
Mark only one oval.

- Spring 2019 (note: this makes the PI ineligible to receive this funding)
- Summer 2019
- Fall 2019
- Spring 2020
- Summer 2020
- Fall 2020
- Spring 2021
- Summer 2021
- Fall 2021 or beyond

**35. OPTIONAL: WHETHER YOU ANSWER OR NOT, YOUR APPLICATION WILL STILL BE ELIGIBLE FOR CONSIDERATION Mark all those that apply for 3rd co-PI:**

Check all that apply.

- Are you an ethnic minority undergraduate student?
- Did you graduate from a high school in a rural community (rural communities outside of urban areas)?
- Are you a first generation college student (neither parent/legal guardian has received a baccalaureate degree)?
- I am not any of the above.
- I decline to answer.

**36. For any additional co-PIs, please list names, student ID numbers, email addresses, majors, minors, GPAs, and graduation dates here:**

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**Application Section I: Faculty Mentor**

The mentor must not be on sabbatical during the term of the UROP award.

**37. Faculty Mentor Name \***

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**38. Faculty Mentor's Title \***

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**39. Faculty Mentor's Department \***

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**40. Faculty Mentor's CU Denver E-Mail address \***

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**41. I understand that my faculty mentor must submit (via email to [Mary.baitinger@ucdenver.edu](mailto:Mary.baitinger@ucdenver.edu)) a letter of recommendation by Friday, March 1, 2019 at 5 pm MT for my application to be considered. \***

Mark only one oval.

- Yes

**Application Section II: Project Description**

**42. INTRODUCTION AND BACKGROUND: Enter a less than one page summary (about 2000 characters or 300 words) into this box that provides background for the activity, as based on previous work in the discipline. Explain how the activity promotes new knowledge and learning. Previous work or continuing work in this area must be referenced. Enter text directly into this box or paste from another source. Do not put line breaks in please. \***

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**43. PROJECT OBJECTIVES: In less than 1/2 page (1200 Characters or 200 words, approximately 1/2 page), specify the objective(s) of the research, creative, or other scholarly activity. Enter text directly into this box or paste from another source. Do not put line breaks in please.**

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**44. PROJECT DESCRIPTION: (7000 Characters or 1000 words, approximately 2 page limit) Describe the activity in detail. Figures, tables, and/or photographs may be included by uploading a document to the drive provided on the next line. Enter text directly into this box or paste from another source. Do not put line breaks in please. \***

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**45. PROJECT DESCRIPTION FIGURES, TABLES, PHOTOS - you may upload to the drive here**  
Files submitted:

**46. BIBLIOGRAPHY: Provide your bibliography (minimum 3 references, maximum 10 references) used to write the Introduction/Background and Project Description sections. Please separate out citations by numbers (1., 2., etc.). An emphasis on state-of-the-field references from the literature that frames the activity is expected. for the above summary. Enter text directly into this box or paste from another source. Do not put line breaks in please. \***

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47. **TIMELINE:** Explain the timeline, beginning with the award date and culminating with your presentation at RaCAS 2020. Include potential dates in a list format when anticipated milestones will be reached. Enter text directly into this box or paste from another source. Please do not put in line breaks. \*

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48. **BUDGET JUSTIFICATION NARRATIVE: \*\*IMPORTANT\*\*** Explain in detail and provide a complete list (included estimated dollar amounts) of how the budget items support the UROP project and help meet project objectives. For requested travel funds, detail how the travel supports the UROP project or will be used to present project results. For stipend funds, detail how the stipend supports the UROP project and listed the total amount requested. You are encouraged to provide references (websites) here with links to products or travel with price quotes. Enter text directly into this box or paste from another source. \*

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49. **RESULTS PRESENTATION:** Explain how the results of this project will be presented. Besides the required presentation at RaCAS, will the results be presented at other conferences, exhibited, published, or otherwise disseminated? \*

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50. **In preparing your UROP application, please check all of the following CU Denver resources you utilized. \***

Check all that apply.

- The Writing Center - workshop
- The Writing Center - meeting to review your written application
- The Auraria Library - workshop
- The Auraria Library - meeting with a Research Librarian
- Experiential Learning Center or Office of Undergraduate Research- meeting with a research advisor
- Faculty mentor previewed application (this is expected as part of submitting a successful and thorough application by the UROP reviewing committee)
- Other: \_\_\_\_\_

### Application Section III - Mentor's Letter of Support



Separately, your mentor should submit a one page letter of support to [Mary.Baitinger@ucdenver.edu](mailto:Mary.Baitinger@ucdenver.edu) by Friday, March 1, 5:00 p.m. that: 1) assesses your proposed research, creative, or other scholarly activity, including efficacy; 2) describes how the activity contributes to your professional development; 3) assesses your academic preparation; 4) clarifies their role as mentor and 5) provides a timeline throughout the academic year when the mentor will meet with you. \*\*\*\*IT IS IMPORTANT THAT YOUR MENTOR'S LETTER OF SUPPORT ADDRESS THESE SPECIFIC FIVE ASPECTS\*\*\*\*

51. I understand my mentor needs to submit a one page letter of support by the deadline for my proposal to be given full consideration. \*

Mark only one oval.

- Yes
- Other: \_\_\_\_\_

### Application Section IV - Unofficial Transcripts

Separately, you must submit your CU Denver unofficial transcripts to [Mary.Baitinger@ucdenver.edu](mailto:Mary.Baitinger@ucdenver.edu) by Friday, March 1, 2019 by 5:00 p.m. Alternatively, you may upload the transcripts as a file in this form below if you have a google account.

52. I understand that I need to submit my CU Denver unofficial transcripts by the deadline to be given full consideration. \*

Mark only one oval.

- Yes

53. Submit transcripts now (must log in through google)

Files submitted:

### Application Section V: UROP Award Agreements and Required Signatures

If your project is selected for funding, the following agreements will be enforced. Type your full name for each statement that indicate you agree to honor their intent.

54. **EXPENSES** I will use all awarded UROP funds only for the stipend and/or expenses as detailed in the original Budget Request. I will contact the Office of Undergraduate Experiences prior to making any equipment purchases or incurring any travel expenses to ensure that University policies and procedures are followed.

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55. **STIPEND** If I receive a stipend, I must become a CU Denver University employee, provide my Social Security card, driver's license, bank account information, undergo a criminal background check, and know that stipends are reported to the IRS as income. A stipend will be paid in two installments. The first installment will be in mid-fall, upon approval of my faculty mentor's assessment of my current work on the project thus far, and the second installment will be paid after my RaCAS 2020 presentation.

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56. **MENTOR APPROVAL** My mentor has read and approves this grant proposal and all aspects of the proposed grant-supported research or creative activity.

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57. **MENTORSHIP PARTICIPATION** If I receive an award, my faculty mentor has agreed to mentor my project, which includes meeting with me on a regular basis, providing budget oversight, and working with the Office of Undergraduate Experiences, as needed, regarding adhering to university policies and procedures.

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58. **EQUIPMENT/SUPPLIES** All equipment and supplies purchased with UROP funds become the property of the University of Colorado Denver. Items having a use beyond the grant project (e.g., video equipment, computer hardware, geologists' hammers, binoculars) must be returned to the department of the Faculty Mentor.

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59. **NON-TRANSFERABLE FUNDING AND CHANGES IN BUDGET/PROJECT** UROP funds are not transferable and must be used prior to graduation or April 30, 2020. If there is a change in my student status (graduation, disenrollment, etc.) or I am unable to expend the UROP funds, I will immediately notify the Office of Undergraduate Experiences to review the impact on my budget.

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60. **ENROLLMENT** I will enroll for a minimum of 3 credit hours per semester during the time the proposed project is conducted. I will complete my project prior to graduation or April 30, 2020. If I am entering a graduate program during the length of the UROP award, I understand that I am not eligible to receive funding.

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61. **ACKNOWLEDGEMENTS** I will acknowledge financial support received from CU Denver UROP in any articles published, papers presented, exhibits, recitals given, etc. that result from UROP funding.

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**62. RaCAS I will present the results of the UROP-funded project at the 2020 Research and Creative Activities Symposium (RaCAS) to be held tentatively on Friday, April 24, 2020, as a stipulation of UROP grant funding.**

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**63. FINAL REPORT Upon completion of my UROP project, I will submit to UE a faculty mentor-approved final report, outlining my project's goals, process, and accomplishments. I understand that UROP final reports are due on or before April 30, 2020. If I graduate early, the report is due before finals' week in the semester I graduate.**

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