Fall 2019 Undergraduate Research Opportunity Program (UROP) Mini-Grant Application

The Undergraduate Research Opportunity Program (UROP) is a competitive grants program 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. The UROP Mini-Grant Program provides an alternative to the UROP Grants that are administered each spring by the Office of Undergraduate Research and Creative Activities. Applications for UROP Mini-Grants requesting up to $500 are now being accepted twice annually in September and in March. We expect to fund approximately 25-30 UROP Mini-Grants in Fall 2018. Mini-UROPs are due by Friday, September 20, 2019.

Only degree-seeking undergraduate students on either campus at CU Denver who have completed a minimum of 15 semester hours of coursework with a cumulative CU GPA ≥ 2.25 are eligible to apply. UROP Grant recipients must be continuously enrolled as undergraduates at CU Denver over the Mini-Grant award period. Students entering a graduate or professional program during the Mini-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 Mini-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 present the results of their grant at the CU Denver Research and Creative Activities Symposium (RaCAS) on May 1, 2020 and complete a brief final report.

Application Instructions/Deadline:
• The Faculty Mentor letter of support must be completed by the faculty mentor and submitted to mary.baitinger@ucdenver.edu by the application deadline. The letter of support should be submitted with the following format: Student PI's Last Name First Name - Mentor Last name - Support letter 2019 Mini-UROP (Example: Baitinger Mary-Hamilton-Support letter 2019 Mini-UROP)
• Incomplete applications will not be reviewed.
• 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, faculty letter of support, and transcripts are due by Friday, September 20, 2019 by 5:00 p.m. MDT.

Email to: mary.baitinger@ucdenver.edu

NOTE: Applications requiring Risk Management approval or human or animal subject protocols are not eligible for funding from the UROP Mini-Grant Program, unless previously obtained by the mentor from a project that is in progress.

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

* Required

1. Principle Investigator (Student)

2. Proposal Title

3. Amount of Proposed Mini-Grant Request (up to $500)
   Mark only one oval.
   [ ] $500
   [ ] $250
   [ ] Other: ___________________________

4. Is this an addition to a 2019-2020 UROP award?
   Mark only one oval.
   [ ] Yes
   [ ] No

Application Section I: Contact Information
5. PI Student ID # (required)

6. PI Major (required)

7. PI Minor

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

9. PI Primary Phone #

10. PI CU Denver GPA (required)

11. PI CU Denver E-mail (required)

12. PI CU Denver Expected Graduation Date

13. Faculty Mentor Name

14. Faculty Mentor Title and Department

15. Faculty Mentor CU Denver E-mail

16. 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 II: Project Description
17. Enter a less than one page summary (about 2500 characters including spaces) into this box that: 1) describes your research, creative, or other scholarly activity, including specific objectives and significance; 2) provides context for the scholarly activity supported by state-of-the-field references; and 3) describes how the project contributes to your professional development. Enter text directly into this box or paste from another source. Do not put line breaks in please.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

18. My project requires COMIRB or IACUC approval (research subjects are people or animals). If you are unsure, please ask your faculty mentor. *

Mark only one oval.

☐ Yes
☐ No

19. If my project requires COMIRB or IACUC approval, I understand I must email Mary Baitinger copies of the approved protocols before I can spend any funds awarded.

Mark only one oval.

☐ Yes
☐ No

20. Provide your bibliography (minimum 3 references, maximum 10 references) for the above summary. Applications without scholarly (peer reviewed journal articles, books, etc) references will not be rated as highly as those with scholarly references. Enter text directly into this box or paste from another source.

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

21. Provide a timeline of scholarly activities including any conference travel or presentations beginning with the award date and culminating with your presentation at RaCAS 2020. Enter text directly into this box or paste from another source. Please do not put in line breaks.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

22. Specify the full amount being requested along with an itemized list of expenditures with justification. If you are requesting supplies or travel expenses, get a price estimate and put that in along with a source of that price estimate. If you are requesting a stipend, estimate the number of hours to be spent working on this project and what that breaks down into an hourly wage. Enter text directly into this box or paste from another source.

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
23. In preparing your UROP application, please check all of the following CU Denver resources you utilized. *
Check all that apply.

☐ The Writing Center (workshop, appointment, etc)
☐ The Auraria Library (workshop, meeting with Research Librarian, etc)
☐ Office of Undergraduate Research and Creative Activities (workshop, met with research advisor, etc)
☐ Faculty mentor previewed application (this is expected as part of submitting a successful and thorough application by the UROP reviewing committee)
☐ None
☐ 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 by Friday, September 20, 2019, 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.

24. 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 by Friday, September 20, 2019, 5:00 p.m.

25. 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

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.

26. 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 Mary Baitinger prior to making any equipment purchases or incurring any travel expenses to ensure that University policies and procedures are followed. If my budget plan deviates by more than 20% of my original budget plan, I will write justification to the Office of Undergraduate Experiences.

27. 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 after my RaCAS 2020 presentation.
28. MENTOR APPROVAL My mentor has read and approves this grant proposal and all aspects of
the proposed grant-supported research or creative activity.

29. 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.

30. 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,
etc.) must be returned to the department of the
Faculty Mentor.

31. NON-TRANSFERABLE FUNDING AND
CHANGES IN BUDGET/PROJECT UROP funds
are not transferable and must be used prior to
graduation or May 1, 2020. I understand that
equipment and travel budgeted funds cannot
convert to a stipend later. However, stipend can
convert to equipment/travel funds. 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.

32. 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 May 1, 2020. If
I am entering a graduate program during the
length of the Mini-Grant award, I understand
that I am not eligible to receive funding.

33. 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.

34. RaCAS I will present the results of the UROP-
 funded project at the 2020 Research and
Creative Activities Symposium (RaCAS) to be
held on Friday, May 1, 2020, as a stipulation of
UROP grant funding.
Upon completion of my UROP project, I will submit to Office of Undergraduate Research and Creative Activities 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 May 1, 2020. If I graduate early, the report is due before finals in the semester I graduate.