

## Grant Information

### Spring 2024 EURēCA! Grant Application

**Application Due:** Friday, February 9, 2024, 11:59 pm MT

*Follow the arrows at lower right corner of screen to begin application process. Only complete applications will be considered for funding.*

#### **Purpose:**

The purpose of the EURēCA! Grant Program is to provide support for student-initiated and faculty-supervised research and creative inquiry. **EURēCA! grants of up to \$500 can be requested to cover the cost of project supplies, student stipends, research dissemination, and/or professional development activities associated with the student's research or creative activity** (including conference registration and travel costs).

Students conducting a **team project** can apply jointly.

- Teams of two can apply for \$1,000, teams of three or more students can apply for up to \$1,500.
- **For team projects, each team member must submit a separate application form with independent goal statements. Incomplete team submissions will have their funding requests reduced.**
- The uploaded proposal document should be identical with a single mentorship letter submitted that addresses all members of the team.

More information about the program, including the evaluation rubric and example applications, is available at: [www.ucdenver.edu/lynxconnect/undergraduate-research/grants](http://www.ucdenver.edu/lynxconnect/undergraduate-research/grants).

#### **Eligibility Information:**

Undergraduate students seeking EURēCA! support must meet the following criteria:

1. Be a CU Denver undergraduate student working toward a baccalaureate degree
2. Maintain at least part-time status (6 or more credits) throughout the duration of the award

#### **Application Materials:**

1. Project Description (500 - 750 words, see requirements below)
2. Bibliography (3-10 cited sources)
3. Detailed Project Timeline (include specific dates)
4. Budget Narrative (up to \$500 for individual, \$1,500 for team)
5. Unofficial CU Denver Student Transcript
6. Additional Student Applicant Names (for team applications)
7. Faculty Mentor Letter of Support
8. If applicable, proof of IACUC and/or COMIRB approval

## Additional Requirements for Conference Registration and Travel Cost Requests:

1. Conference Name
2. Conference Location
3. Conference Dates
4. Conference Website
5. Title of Presentation
6. Co-presenter Names
7. Type of Presentation
8. Upload Confirmation of Acceptance at Conference
9. Additional Funding Sources if Applicable

The Faculty Mentor Letter of Support must be submitted by **Friday February 9, 2024, 11:59 pm MT** to: [https://ucdenver.co1.qualtrics.com/jfe/form/SV\\_5aTrTsSjF0Zwrk2](https://ucdenver.co1.qualtrics.com/jfe/form/SV_5aTrTsSjF0Zwrk2)

### Terms of Award:

All awardees are required to:

1. Book at least one advising appointment or attend at least one event with the Office of Undergraduate Research and Creative Activities during the 2023-2024 academic year
2. Present the results of their grant-funded project at the 2024 CU Denver Research and Creative Activities Symposium (RaCAS), scheduled for April 26th, 2024
3. Complete a brief final report and program assessment at the end of the funding period

Questions? Contact [undergrad.research@ucdenver.edu](mailto:undergrad.research@ucdenver.edu)

## Student Information

### Section I: Student Information

#### Student Information

First Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Pronouns	<input type="text"/>
CU Denver E-mail	<input type="text"/>
CU Denver Student ID # (9-digits)	<input type="text"/>
Major	<input type="text"/>
Minor	<input type="text"/>
6-digit Employee ID # (if previously employed by the University of Colorado)	<input type="text"/>
Primary Phone #	<input type="text"/>
CU Denver GPA	<input type="text"/>

#### Team Applications

Students may submit applications as a team. Please list all additional student applicant names below. The proposal and mentorship letters will be the same, but each team member must submit a separate application.

If submitting an individual application, write N/A.

Expected Graduation Date

Note that students graduating prior to the end of the 2023-2024 award period may receive funding through this program, but may not serve as the lead of a team project involving two or more students.

Unofficial CU Denver Transcript (upload here):

**Development Goals (250 words):**

What are your professional and personal goals? How will this experience contribute to these goals?

**Application**

**Section II: Project Information**

Project Title

Type of Funding Request (select all that apply)

- Project Supplies
- Conference or Workshop Registration
- Travel (Conference or Other)
- Stipend (Explain)
- Other (Explain)

Amount Requested (dollar amount up to \$500 per individual or \$1,500 for teams of three or more students)

### Faculty Mentor Information

Faculty Mentor First Name	<input type="text"/>
Faculty Mentor Last Name	<input type="text"/>
Faculty Mentor Title	<input type="text"/>
Faculty Mentor CU Denver Email	<input type="text"/>
Faculty Mentor Department	<input type="text"/>

### Project Proposal

Upload a document with the following included:

#### 1) Project Description and Objectives (500 - 750 words)

In a single essay, describe your research, creative project, or other scholarly activity, including specific objectives, significance, method of inquiry, and analysis & interpretation. Include the following elements:

- **Objective:** Describe the precise importance or goal(s) of the project. Clearly state the purpose of your project. What research question/hypothesis, problem statement, or concept will you investigate?
- **Significance:** Discuss relevant scholarly literature to describe current knowledge in your field (include citations in bibliography). Describe how your project will contribute to or advance this current knowledge.
- **Method of Inquiry:** Explain discipline-based methods or creative techniques you will use to conduct your investigation or exploration. Provide enough detail to allow non-experts to understand the function and purpose of this approach.
- **Analysis & Interpretation:** Discuss how you will be able to use the information gathered via your method of inquiry to address the objective(s) you described above.

#### 2) Bibliography

Provide a numbered bibliography (minimum 3 references, maximum 10 references).

Applications without scholarly references (peer-reviewed journal articles, books, etc.) will not be rated as highly as those with scholarly references.

For assistance developing this aspect of your application, consider engaging the Auraria Library: <https://library.auraria.edu/savvy-researcher-workshops>

#### 3) Project Timeline

In list format, provide a detailed timeline, including approximate dates of when project milestones will be reached. If you anticipate any conference attendance or presentations during the award period, please include these as well. [View Sample Timelines Here](#)

Begin with the award date (March 2024) and culminate with your required presentation at RaCAS (Friday, April 26, 2024).

#### 4) Budget Narrative

Specify the full amount being requested along with an itemized list of expenditures and justification. Explain how the budget items support the project and objectives. [View Sample Budget Narrative Here](#)

- If you are requesting supplies, include a price estimate and source for that estimate.
- If you are requesting a stipend, please include the number of hours you estimate working on this project.
- If you are requesting conference or travel funds, please fill out detailed fields below. In your budget narrative, include a breakdown of costs associated with the event.

I am confirming my uploaded application includes the following components:

- 1) Project Description and Objectives
- 2) Bibliography
- 3) Project Timeline
- 4) Budget Narrative

#### Conference Travel Justification

Conference or Workshop Name	<input type="text"/>
Event Dates	<input type="text"/>
Event Location	<input type="text"/>
Event Website	<input type="text"/>
Title of Presentation (if applicable)	<input type="text"/>
Type of Presentation (poster, oral, or other - if applicable)	<input type="text"/>
Are you already registered for this event?	<input type="text"/>

Are you receiving additional funding for this conference? If so, please list funding sources and amounts below. Include pending requests.

In preparing your EURêCA! application, did you utilize any of the following CU Denver resources?

Check all that apply.

- The Writing Center (workshop, appointment, etc)
- The Auraria Library (workshop, meeting with Research Librarian, etc)
- Office of Undergraduate Research & Creative Activities (workshop, met with research advisor, etc)
- Faculty mentor previewed application (this is expected as part of submitting a successful and thorough application to the EURēCA! reviewing committee)
- None
- Other:

How did you learn about this grant opportunity?

- Faculty Mentor
- Class Presentation
- Email
- On-Campus Flyer
- Fellow Student
- Other, Please Describe

## Regulatory Bodies

### Application Section III: Regulatory Bodies

Undergraduate research, creative, or other scholarly activities that involve human subjects, animal care and/or areas of risk may need permission, waivers, and/or arrangements that comply with University of Colorado Denver policies established by the [Human Subjects Research Committee](#), the [Institutional Animal Care and Use Committee](#), and/or the [University of Colorado Office of Risk Management](#).

Faculty mentors are responsible for completing the appropriate forms and following the policies for the research requirements below. These should be completed as soon as possible, so that students have ample time to complete their proposals. Funds will not be released until proof of appropriate approvals has been submitted to URCA Office ([undergrad.research@ucdenver.edu](mailto:undergrad.research@ucdenver.edu)).

Does the proposed EURēCA! activity involve gathering information from human subjects or using data previously obtained from human subjects?

If you are unsure whether your project falls under COMIRB regulations, we suggest attending their virtual office hours or arranging a 1:1 consultation

- <https://research.cuanschutz.edu/comirb/home/about-comirb/office-hours>

- Yes
- No

Does the proposed EURēCA! project involve gathering information from animal subjects?

- Yes  
 No

Does the proposed EURēCA! project involve any of the following possible CU Denver Risk Management Issues?

- Use of non-university facilities (space, equipment)
- Travel (local, national, or international)
- Minors (less than 18 years old)
- Non-university personnel
- Use of any hazardous radioactive/biological/chemical materials

- Yes  
 No

If my project requires COMIRB, IACUC, or Risk Management approval, I understand that I must email the URCA Office ([undergrad.research@ucdenver.edu](mailto:undergrad.research@ucdenver.edu)) copies of the approved protocols and that grant funds will not be released until these are received.

- Yes  
 Other

## Mentor Letter

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

#### Faculty Mentor Recommendation

Your mentor must submit a one-page letter of support by Friday, February 9, 2024 11:59 p.m. **Applications will not be considered complete until this letter is received.**

Letters should be submitted

to: [https://ucdenver.co1.qualtrics.com/jfe/form/SV\\_5aTrTsSJf0Zwrk2](https://ucdenver.co1.qualtrics.com/jfe/form/SV_5aTrTsSJf0Zwrk2)

The letter should include the following:

- 1) assesses your proposed research, creative, or other scholarly activity, including efficacy and feasibility
- 2) describes how the activity contributes to your (the student's) professional development
- 3) assesses your academic preparation
- 4) addresses each member of the team if supporting a team project
- 5) clarifies their role as mentor, including how often you will meet and how they will support you throughout the project

I understand my mentor needs to submit a one page letter of support by the deadline (Friday, February 9, 2024, 11:59 p.m.) in order for my proposal to be given full consideration.

Yes

Other:

## Award Terms

### Application Section V: EURēCA! Award Terms

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.

**EXPENSES** I will use awarded EURēCA! funds only for the expenses detailed in the original Budget Narrative. I will contact the URCA Office via [undergrad.research@ucdenver.edu](mailto:undergrad.research@ucdenver.edu) 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 provide written justification to the EURēCA! program.

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

**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 Research & Creative Activities, as needed, regarding adherence to university policies and procedures.

**EQUIPMENT/SUPPLIES** I understand that all equipment and supplies purchased with EURēCA! 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.

**NON-TRANSFERABLE FUNDING AND CHANGES IN BUDGET** I understand that EURēCA! funds are not transferable and must be used prior to the end of the 2023/24 academic year. If there is a change in my student status (graduation, unenrollment, etc.) or



I am unable to expend the EURēCA! funds, I will immediately notify the Office of Undergraduate Research & Creative Activities to review the impact on my budget.

**ENROLLMENT** I will enroll for a minimum of 6 credit hours per semester during the time the proposed project is conducted. I will complete my project prior to the end of the 2023/24 academic year. If I am graduating or entering a graduate program during the length of the EURēCA! award, I understand that I am no longer eligible to receive funding.

**ACKNOWLEDGEMENTS** I will acknowledge financial support received from the CU Denver Office of Undergraduate Research & Creative Activities and the EURēCA! Program in any articles, presentations, exhibits, recitals, etc. that result from this funding.

**ENGAGEMENT WITH URCA** I will book at least one advising appointment or attend at least one event with the Office of Undergraduate Research and Creative Activities during the 2023-2024 academic year

**RaCAS** I will present the results of the EURēCA!-funded project at the 2024 Research and Creative Activities Symposium (RaCAS), scheduled for Friday, April 26th, 2024, as a stipulation of EURēCA! grant funding.

**FINAL REPORT** Upon completion of my EURēCA! project, I will submit to Office of Undergraduate Research & Creative Activities a faculty mentor-approved final report, outlining my project's goals, process, and accomplishments. Submission information will be sent by the Office of Undergraduate Research and Creative Activities during the Spring 2024 semester. I understand that if I graduate early, I am still required to complete this report.

Any additional questions or comments?

Are you ready to submit your application? If so, click the final arrow on lower right corner.