

# 2020-2021 Undergraduate Research Opportunity Program (UROP) TRAVEL Grant Application - Due Friday March 6, 2020 5 pm MT

The Undergraduate Research Opportunity Program (UROP) is a competitive grants program out of the Office of Undergraduate Research and Creative Activities and the Office of Academic Achievement designed to financially support original faculty-mentored research, creative, and other scholarly activities undertaken by University of Colorado Denver and CU Anschutz Medical Campus outside the traditional classroom. \*\*\*Applications are due by Friday, March 6, 2019, 5 PM MT\*\*\*

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: conference or workshop registration, airfare or driving mileage, hotel, and poster printing (if applicable). Most travel costs will have to be paid upfront by the student and then will be reimbursed. If interested in funds for research materials or student stipends, please apply for the UROP Full Grant. You may apply for both UROPs (Full Grant and Travel Grant). The length of the UROP travel award is July 1, 2020-April 30, 2021, with funds available starting July 1, 2020.

All awardees, including those who graduate prior to May 2021, 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 30, 2021, 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 May 1, 2020. 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 Travel 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 2021 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 Research and Creative Activities to assess eligibility and academic preparation for proposed activity.

## Amounts Available:

Maximum budget request for an individual project: Trip expenses covered up to \$1,200

Maximum budget request for two-student project: Trip expenses covered up to \$2,400

Maximum budget request for group project: Trip expenses covered up to \$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 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 2020-2021 UROP TRAVEL (Example: Baitinger Mary - Hamilton - Support letter 2020-2021 UROP TRAVEL)
- 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 6, 2020 by 5:00 p.m. MDT.
- Email faculty mentor letter and transcripts 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

1. **Student Name \***

\_\_\_\_\_

2. **Proposal Title (e.g., Travel to City, State for the \_\_\_\_\_ Conference/Workshop on Dates of Travel) \***

\_\_\_\_\_

3. **Will you be presenting your research at this event? \***

*Mark only one oval.*

- Yes, poster presentation
- Yes, oral presentation or performance
- No, I just will be attending
- Other: \_\_\_\_\_

4. **Amount requested: \***

*Mark only one oval.*

- Expenses up to \$1200
- Expenses up to \$2400 (2 students)
- Expenses up to \$3600 (3 or more students)
- Other: \_\_\_\_\_

5. **Have you received a full UROP grant in the past? \***

*Mark only one oval.*

- Yes
- No

## Application Section I: Contact Information

6. **Student ID # (required)**

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7. Major (required)

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8. Minor

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

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10. Primary Phone #

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11. CU Denver GPA (required) (\*Please be sure this matches your transcripts) \*

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12. CU Denver E-mail (required) \*

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13. CU Denver Expected Graduation Date (Format: YEAR TERM. For example, 2021 Spring) Please note that students graduating 2020 Spring are ineligible for these funds).:

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14. 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

15. co-PI 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 Denver)

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20. co-PI Primary Phone #

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21. co-PI CU Denver GPA

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22. co-PI CU Denver E-mail

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23. CU Denver Expected Graduation Date (Format: YEAR TERM. For example, 2021 Spring) Please note that students graduating 2020 Spring are ineligible for these funds):

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24. **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: 3rd PI Contact Information

25. 3rd PI Name

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26. 3rd PI Student ID #

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27. **3rd PI Major**

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28. **3rd PI Minor**

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29. **3rd PI Employee ID # (if previously employed by the University of Colorado Denver)**

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30. **3rd PI Primary Phone #**

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31. **3rd PI CU Denver GPA**

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32. **3rd PI CU Denver E-mail**

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33. **CU Denver Expected Graduation Date (Format: YEAR TERM. For example, 2021 Spring) Please note that students graduating 2020 Spring are ineligible for these funds):**

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34. **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.

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

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## Application Section II: Travel Description

36. **DESCRIPTION:** Describe the conference/workshop/event you want to attend and how it relates to your research or creative activities. No more than 1 page. You are encouraged to include scholarly references in this description. Enter text directly into this box or paste from another source. Do not put line breaks in please.

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37. **PROFESSIONAL DEVELOPMENT:** Describe context for how this event will help you disseminate your research, creative, or scholarly activities and how this event will contribute to your professional development. No more than 1 page. Enter text directly into this box or paste from another source. Do not put line breaks in please.

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38. Provide a link to the conference/workshop website.

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39. Enter your abstract for this event (no more than 300 words). If you do not need to submit an abstract for the event, enter your abstract for the research/creative activities you do related to this event.

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40. **BUDGET JUSTIFICATION: \*\*IMPORTANT\*\*** Specify the full amount being requested along with an itemized list of expenditures with justification (include price estimates for airfare, mileage, hotel, registration fees, poster printing fees, etc). Please provide references (websites) here with links to travel expenses. Please also include any other sources of funding available to you for this travel and whether that is pending. For example, "I have applied for the undergraduate travel award to the conference and that will cover my airfare." Enter text directly into this box or paste from another source.

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

*Check all that apply.*

- The Writing Center - Met to review application or took a workshop
- The Auraria Library- Met with a research librarian or took a workshop
- LynxConnect - Met 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 [toMary.Baitinger@ucdenver.edu](mailto:toMary.Baitinger@ucdenver.edu) by Friday, March 6, 2020, 5:00 p.m. MT that: 1) describes how the activity contributes to your professional development; 2) assesses your academic and research/creative/scholarly preparation; and 3) clarifies their role as mentor to you during this travel.

\*\*\*\*IT IS IMPORTANT THAT YOUR MENTOR'S LETTER OF SUPPORT ADDRESS THESE SPECIFIC THREE ASPECTS\*\*\*\*

42. 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 6, 2020 by 5:00 p.m. MT. Alternatively, you may upload the transcripts as a file in this form below if you have a google account.

43. I understand that I need to submit my CU Denver unofficial transcripts to [Mary.Baitinger@ucdenver.edu](mailto:Mary.Baitinger@ucdenver.edu) by the deadline to be given full consideration.

*Mark only one oval.*

- Yes

## **Application Section V: UROP Travel 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.

44. **EXPENSES** I will use all awarded funds only for the travel to the event described above as detailed in the original Budget Request. I will contact the Office of Undergraduate Research and Creative Activities prior to making any purchases or incurring any travel expenses to ensure that University policies and procedures are followed.
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45. **MENTOR APPROVAL** My mentor has read and approves this travel award proposal.
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46. **NON-TRANSFERABLE FUNDING AND CHANGES IN BUDGET:** Funds are not transferable and must be used prior to May 7, 2021. If there is a change in my student status (graduation, disenrollment, etc.) or I am unable to expend the travel award funds, I will immediately notify the Office of Undergraduate Research and Creative Activities to review the impact on my budget.
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47. **ENROLLMENT** I will enroll for a minimum of 3 credit hours per semester during the time the proposed travel is conducted. I will complete my travel prior to graduation or May 7, 2021. 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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48. **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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49. **RaCAS** I will present the results of the UROP Travel Award dissemination at the 2021 Research and Creative Activities Symposium (RaCAS) to be held tentatively on Friday, April 20, 2021.
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**50. FINAL REPORT** Upon completion of travel, I will submit a faculty mentor-approved final report, outlining my accomplishments and professional development from the travel. I understand that UROP travel final reports are due on or before May 15, 2021.

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