URCA Grant Application Worksheet

This worksheet is provided to help students prepare their URCA Grant Applications. It is not an application, and will not be accepted in place of an application. Students must submit the online form found at www.wichita.edu/urca.

Students are expected to work with their faculty mentors to ensure complete, quality proposals.

Student Information:

- Last name:
- First name:
- myWSU ID:
- Email (shocker.wichita.edu only):
- Major:
- Expected graduation date:
- Overall GPA:
- Are you a student employee?:
- Are you an Honors College student applying for Cohen Enhancement Scholarship funds?:

Faculty Mentor Information:

- Last name:
- First name:
- Department:
- Email:

Department Account Contact:

- Last name:
- First name:
- Email:

Are you currently an Honors Student? (Note: this does not affect your eligibility for an URCA grant)

Proposal:

Provide a clear description of the project that is accessible to reviewers from all disciplines. Explain the significance of the project and what the students will learn from it. Focus on the quality of information gathered rather than the quantity. Please remember that the reviewers are faculty members from all academic disciplines and may not understand discipline-specific jargon. Therefore, your proposal should be written for an educated individual, but one outside your area of expertise. **Please note: The actual application will limit your answers to 150 words maximum. If you plan to copy and paste you answers from this worksheet to the application, you must be sure to count your words, and verify that answers copy correctly into the form.**

Project Title:

Project Abstract:
Maximum 150 words

Objective:
Clearly and concisely state the objective(s) and importance of the research or creative process.
Maximum 150 words.

Background:
Provide a brief background on the study question or project. Include a summary of the relevant literature in your field related to the question.
Maximum 150 words.

Methodology:
Explain briefly the methods or process used to complete the study or creative project.
Maximum 150 words.

Expected Outcomes:
Discuss the expected results or social impact and how these contribute to the academic field of study.
Maximum 150 words.

Conference/Exhibit:
If you are traveling to a conference or participating in an exhibit, please explain the merits of the conference/exhibit. Include information about the hosting organization, central topics or themes, estimated number and types of attendees, and the standard presentation method for your project and field. Please include a link to the conference website.
Maximum 150 words.

If your project has already been accepted for a conference, please be prepared to upload a copy of your acceptance letter.

Budget and Justification:
Detail expenses for which funds are being requested, where supplies will be purchased, and explain why each expense is necessary for the completion of the project. Please include exact numbers and website links to justify pricing. Revisions are often requested by the committee in this section. Be very detailed and ask your faculty mentor for guidance if needed.

Be prepared to break down each budget item in this way:

Budget Item
Description:

Cost per item/expense:

Quantity:

Total Cost:

Where will this be purchased? (Include link):

Justification:

Timeline:

Offer a tentative schedule for completion of the project. Outline all activities related to the project during the course of the grant period. The timeline may extend beyond the academic semester; however, the grant money must be spent within one year.

Reviewers want to know what the steps of your project are and when they happen, estimates are acceptable.

Literature Cited:

Provide a bibliography of primary and/or secondary sources in the citation formation appropriate for your field. Hanging indents will not work in the application form, so simply separate each source by one line.

Supplemental questions to be prepared for:

I understand that funds must be used within one year from the date of award.

Will your research involve human or animal subjects?

I understand that I am required to complete the appropriate Collaborative Institutional Training Initiative training if my research involves human or animal subjects.

I understand that I am required to follow all necessary IRB and Institutional Animal Care and Use Committee (IACUC) compliance requirements if my research involves human or animal subjects.