

Online Application Instructions

Student information

The student should enter the personal information requested in this section. Please use your campus email address and ensure that it is correct, otherwise you will not receive a confirmation for your submitted application.

Faculty information

Enter the name of the faculty member along with their department and college/school. The faculty member must be a tenured or tenured-track faculty. Please ensure that the campus email for the faculty is entered correctly, otherwise they will not receive the automatically generated faculty portion of the application.

Project Information

Select a short, descriptive project title. Enter the expected start and estimated completion dates. If you are already working on the project, please enter the date you initially started.

In order to ensure proper clearance from appropriate review bodies ([Committee on the Protection of Human Subjects/Institutional Review Board](#), [Institutional Animal Care and Use Committee](#)), please check all boxes that apply to your project. In order to use people, you may have to get approval from the Institutional Review Board. If you plan to use animals in your project, you will need to work with the Institutional Animal Care and Use Committee. Your faculty mentor can help you determine whether or not you need approval and can also assist you with the approval process.

The student should describe the objectives and expected learning outcomes as well as the methodology or creative focus. The student should also describe the level of effort expected to be put into the project and the level of faculty mentoring and supervision expected.

Remember that the reviewers will be evaluating the proposal based on:

- Overall quality of the research proposal;
- If multiple students apply but work on the same project with one faculty member, each applicant must have their individual role, unique research question and/or separate assignments for the given project;
- Significance of the project and merit of the work involved toward the student's area of study;
- Appropriateness of the methodology/creative focus;
- If the proposed project can be completed by the project deadline, especially grant funds expenditure deadline; and
- Strength of proposed mentoring relationship.

Budget

Briefly explain how the funds you are requesting for this project will be spent. Funds used as student assistant pay are considered income and could affect financial aid. Check with the Financial Aid Office at (559) 278-2182 for clarification.

Total Budget

Please include all sources for the total dollar amount you will need to complete your project for the categories listed; supplies, travel, student assistant funds, and other.

Amount Requested

Give a total dollar amount you are requesting from the Undergraduate Research Grant for each category listed.

Budget Narrative

In this section, you are justifying your budget needs and explaining why funds are being used in the manner proposed. The justification for each expenditure should include the dollar value and should explain the nature of the software, equipment, materials, and supplies being used and why they are essential. Travel expenditures must meet university guidelines. Funds may not be used for faculty compensation, faculty travel or to purchase food or Gift Cards. Up to \$500 of the funds requested may be used as student assistant pay. All expenditures should be handled by the department office of the faculty mentor. Please remember that all State and Procurement guidelines must be followed. **For more information or questions regarding expenditures and reimbursement procedures, please contact the Office of Academic Resources at (559) 278-3079. Requests for reimbursements should be sent to the Office of Academic Resources at mail stop ML 54.**

Timeline

Input project tasks along with a brief description and select the months in which they will likely occur. Enter the expected start and completion dates of the project. If you are already working on the project, enter the date you initially started.