

Guidelines and Instructions for Richards Undergraduate Research Support Grant Application

Currently enrolled Berry College undergraduate students (in good standing) are eligible to apply for up to \$1,500 per year to support research or other scholarly activity where the student is the project lead (as appropriate to the discipline) and will be carrying out the majority of the project's objectives. Funding can be used for the purchase of materials and supplies, equipment, publication costs, and travel expenses for activities related to the project (e.g. conference workshops, skills-training, data collection, etc.). It **DOES NOT** cover conference travel for students to present research.

Application Checklist: Applicants and their Faculty Mentor must submit all of the following by the due date:

- ✓ Completed Student Application (Pages 1-7)
- ✓ Completed Faculty Letter of Support (Page 8)
- ✓ All applications must be sent **by the faculty mentor** to undergraduateresearch@berry.edu as a PDF document by the due date.

Faculty Letter of Support (located on Page 8 of this document)

1. The faculty letter of support should be submitted from a full-time teaching faculty member from the discipline/area to be researched.
2. By uploading the application package signed by the student to Teams/SharePoint, the faculty member is acknowledging that they agree with the guidelines put forth in this document and agree to mentor the student on the proposed project.

Other Information

- ❖ No student will be eligible to receive more than one RUG award each academic year.
- ❖ Students selected for the RUGS must present their work at the Berry Student Scholarship Symposium
- ❖ If applicable, all projects must be in compliance with Berry College's policy on Human Subjects Research and Institutional Animal Care and Use.
- ❖ Equipment or material purchased with scholarship funds is the property of Berry College.
- ❖ Grant funds may not be used for travel to present at conferences. Grant funds for funding to present at a conference should be made through the Student Presentation Travel Fund (SPTF).
- ❖ All funds must be spent and expense vouchers submitted by the project's end date as outlined in the award letter.
- ❖ Students must submit a final report at the end of their project to the Provost's office.
- ❖ The number of grants awarded each year will be dependent on available funding

By signing below, I agree that I have read and understand the above guidelines and will follow them.

Student Signature

Date

Mentor Signature

Date

Richards Undergraduate Research Support (RUGS) Grant Application

Deadlines: Sep 18, Nov 13, Jan 22, Mar 26

Student Information

Student Name:

Student ID Number:

Graduation Date
(Expected):

Email Address:

Current GPA:

Current Berry GPA
(If Different):

Faculty Mentor Information

Faculty Mentor:

Department:

Email Address:

Project Information

Title of Project:

Total Amount Requested for the Project
(max \$1,500):

\$

Abstract:

Provide a brief, field-specific, structured abstract of the research project or creative endeavor. Work with your mentor to develop an abstract that reflects the specific language common to your field.

(Max 1200 characters):

Project Description:
(1) Introduction

1a. Describe the background/significance of the project. Include relevant citations as needed.

1b. What are the project objectives?

1c. How does the proposed work make an original intellectual or creative contribution to the discipline? Include relevant citations that place your project in context.

(2) Methods

2a. Describe the research methods.

2b. Describe the timeline for the project. Keep in mind you have one year to spend the awarded funds.

(3) Anticipated Outcomes

3a. Briefly describe the anticipated outcomes of your proposed research.

3b. State how you plan to disseminate your work.

OUR Grant History:

(1) If this project requires research clearance, has it been obtained?

IRB (Human Subjects Research) – Protocol Number: _____

IACUC (Vertebrate Animal Research) – Protocol Number: _____

ELM (Education Land Management) – Approval Number: _____

No; appropriate forms have been submitted

(2) Have you received any other funding? If yes, please check which one you received.

Kirbo Scholar Award Grant

Richards Undergraduate Research Support

Synovus Sophomore Award

Student Research and Development Funds

Richard Science Scholar Grant

Budget and Justification:

Fill complete the following table and provide a short, written justification for each item included in the budget. Please keep in mind you have one year to spend the awarded funds. **Funds are for the research project only and CANNOT be used for conference travel unless the conference is necessary to execute the proposed research plan (e.g. workshops, training, data collection, etc.)**

In addition, attach copies of documentation used to construct your budget to this application (screenshots are acceptable). Grants submitted without budgetary documentation will not be considered.

Itemized Budget (Use Whole Dollars Only)

Item	Cost
Materials and Supplies (Itemize)	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal Materials and Supplies:	\$

Materials and Supplies Justification:

Registration Fees (please describe)	
	\$
	\$
Subtotal Registration Fees:	\$

Registration Fees Justification:

Equipment (Itemize)	
	\$
	\$
	\$
	\$
Subtotal Equipment:	\$

Equipment Justification:

Other (Itemize)	
	\$
	\$
	\$
	\$
Subtotal Other:	\$

Other Expenses Justification:

Travel to Execute Research*	
Transportation (airfare, mileage, etc.)	\$
Lodging: nights at per night	\$
Meals: days at per day	\$
Subtotal Travel:	\$

***CANNOT be used for conference travel where students are presenting**

Travel Justification:

TOTAL PROJECT COST:	\$
----------------------------	----

