



UConn IDEA GRANT GROUP APPLICATION OUTLINE – ACADEMIC YEAR FUNDING

The following document outlines information that will be collected in the online UConn IDEA Grant application. Your application must be submitted online through the UConn IDEA Grant website -

<http://ugradresearch.uconn.edu/IDEA>.

Application Deadline: Monday, March 13, 2017, 11:59pm

GROUP APPLICATION QUESTIONS

This portion of the application will be completed as a group. **EACH GROUP MEMBER MUST ALSO COMPLETE THE *SUPPLEMENTAL INDIVIDUAL APPLICATION FOR GROUP MEMBERS*.**

GENERAL INFORMATION

THE FOLLOWING INFORMATION WILL NEED TO BE PROVIDED FOR EACH GROUP MEMBER

Name: _____ Student Admin #: _____

Email: _____ Cell Phone #: _____

Major 1: _____ Major 1 School/College: _____

Major 2: _____ Major 2 School/College: _____

Expected Graduation Date (Month and Year): _____ UConn Campus: _____

PROJECT PROPOSAL

Project Title: _____

Project Summary (maximum 300 characters, with spaces): Provide a 1-2 sentence summary of your UConn IDEA Grant project.

Project Origins (maximum 1500 characters, with spaces): The UConn IDEA Grant supports innovative projects that are student designed and student driven. Please describe how your project fits these criteria.

Location(s) where your project will take place: _____

UPLOADS

The following materials will need to be uploaded as PDF files.

Upload guidelines:

- In the header of each page, please include your names, the page number, and the application section (Project Proposal, Reading and Background Research, Personal Statement).
- Take care to appropriately cite references. References can be included as an additional page at the end of each PDF file you upload. References will not count towards the page limits.
- Please adhere to the page limits and format requirements indicated below. In fairness to all applicants, content that exceeds page limits will not be reviewed.

Project Proposal (4-pages, double-spaced, 12pt. Times New Roman font, 1" margins): Describe your UConn IDEA Grant project and provide a detailed plan for completing the proposed project. Explain the significance of this project to your field and/or the broader community.

Reading and Background Research (2-pages, double-spaced, 12pt. Times New Roman font, 1" margins): Describe how the group has gone about developing the idea. Outline what you've read, who you've talked to, and anything else that you have done as background investigation to prepare this project proposal.

Every IDEA Grant project is unique. The structure used and information provided in the reading and background research section will vary by project type. Please refer to the IDEA Grant website for [additional prompts that you can use to tailor your content](#) to fit the project you are proposing. You can also [schedule an appointment](#) with an OUR Advisor to discuss what to include in this section.

Timeline (no page limit): Please upload a timeline for your project including start and end dates and a week-by-week listing of planned project milestones. Your timeline will be reviewed for the feasibility of completing the work proposed in the time available. ([Timeline templates and samples](#) are available on the IDEA Grant website)

Budget (no page limit): Please upload a project budget. Your budget should be a realistic estimate of the expenses required to complete your project. If relevant, explain why you've included a stipend as part of your budget. ([A template and samples](#) are available on the IDEA Grant website)

Optional: Upload digital files such as an art or music portfolio showcasing previous work, or data/diagrams or any additional materials which support this proposal. Explain what you are uploading here, and attach your files.

- Please Note: There is a maximum of 5 files, not to exceed 10 images or 5 minutes of multimedia. Each individual file is limited to 10MB; each application form will only allow up to 20 MB. Please modify the size of your portfolio or supporting materials to adhere to these limitations.

RESEARCH ETHICS

Students are responsible for working with their project mentor and the Office of Research Compliance to ensure that their project has the approvals necessary to begin their research, and for submitting verification of this authorization to the Office of Undergraduate Research. This process can take months in some cases, so please plan accordingly.

You will be asked the following questions in your group application for a UConn IDEA Grant. Not all questions may apply to your project. For questions that do apply, please make note of the information and/or documentation you will need to provide.

Does your project involve research with human subjects? If "Yes," you will be asked the following questions:

- Do you have the necessary IRB approval for this project?
- If "Yes," you will be required to submit a PDF copy of your IRB approval letter prior to disbursement of funds. If you are a student researcher on a faculty project, you will need to provide a PDF copy of the PI's approval letter AND a PDF copy of the validated Appendix A listing all group members as student researchers on the project.
- If "No," please outline your plan and timeline for obtaining IRB approval.

Does your project involve research with animal subjects? If “Yes,” you will be asked the following questions:

- Do you have the necessary IACUC approval for this project?
- If “Yes,” you will be required to submit a PDF copy of your PI’s IACUC approval letter and a PDF copy of Appendix C (with approval dates) listing group members as a student researchers on the project prior to disbursement of funds.
- If “No,” please outline your plan and timeline for obtaining IACUC approval.

Does your project involve the use of biological agents, toxins, and/or recombinant DNA (rDNA)? If “Yes,” you will be asked the following questions:

- Have all group members completed the appropriate laboratory safety training (through Environmental Health and Safety) for this type of work?
- If “No,” please outline your plan and timeline for completing the training.
- Does this biological research involve the use of recombinant or synthetic nucleic acid molecules that are covered by the NIH Guidelines?
- If “Yes,” you will be required to submit a PDF copy of your Faculty Advisor’s IBC approval letter prior to disbursement of funds.

Does your project involve the use of human embryonic stem cells and/or iPS cells? If “Yes,” you will be asked the following questions:

- Do you have the necessary SCRO approval for this project?
- If “Yes,” you will be required to submit a PDF copy of the SCRO Amendment letter which approves the addition of group members as student researchers on your faculty advisor/PI’s project prior to disbursement of funds.
- If “No,” please outline your plan and timeline for obtaining the necessary SCRO approval.

INTERNATIONAL TRAVEL

COMPLETE THIS SECTION ONLY IF THE PROPOSAL INVOLVES INTERNATIONAL TRAVEL

Students interested in traveling outside the United States as part of their projects must demonstrate that they have made adequate preparations for the logistics and challenges of research and creative work abroad. While these preparations can be furthered and finalized during the project development stage of the UConn IDEA Grant program cycle, the review committee will look for evidence that applicants have begun researching these matters as part of their assessment of the viability of the project.

To which country (or countries) would you be traveling?

How did you determine that this country (these countries) were appropriate locales in which to conduct your research?

What are your proposed dates of travel?

Do you have a UConn-based faculty advisor (or other faculty contact) with whom you have discussed your proposed work in this country (these countries)?

- If “Yes,” please provide the name of the faculty advisor with whom you have discussed your proposed work.
- If “Yes,” is your proposed work connected to this person’s (these people’s) work? If “Yes,” how does your work connect with theirs?

Within the country (or countries) to which you would travel, where would you be conducting your project? Please be as specific as possible in naming the proposed location(s).

Where do you propose to live while working on your project abroad? Please state your proposed housing circumstance (apartment, hotel, other), with pricing and contact information.

Please describe the transportation arrangements you foresee within country (e.g., walk from housing to project site, municipal bus between project sites).

Please describe how you plan to navigate language differences while abroad. If English is not in common usage, please discuss your level of proficiency in the relevant language(s) and any proposed arrangements for translation services.

Please list the names of contacts in that country (representatives of institutions or organizations, or private individuals) that support your project. Note that we may ask you for evidence of that support.

Does the country to which you intend to travel require special clearance from its government in order to engage in research activities, e.g. a project-specific research permit/pass?

- If yes, what steps will you need to take to apply for and receive this clearance?

SUPPLEMENTAL INDIVIDUAL APPLICATION FOR GROUP MEMBERS

EACH GROUP MEMBER WILL NEED TO COMPLETE THE SUPPLEMENTAL INDIVIDUAL APPLICATION QUESTIONS.

GENERAL INFORMATION

Name: _____ **Student Admin #:** _____

Email: _____ **Cell Phone Number:** _____

Home/Permanent Address: _____

Local Address: _____

G.P.A.: _____ **Expected Graduation Date:** _____ **UConn Campus:** _____

Major 1: _____ **Major 1 School/College:** _____

Major 2: _____ **Major 2 School/College:** _____

PROJECT PROPOSAL

Project Title: _____

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Individual Project Contribution (2-pages, double-spaced, 12pt. Times New Roman font, 1" margins): Describe how you will contribute to the project, and what your role and responsibilities will be. Explain the qualifications, abilities and motivations you possess that will enable you to successfully complete your project components.

Personal Statement (2-pages, double-spaced, 12pt. Times New Roman font, 1" margins): Describe why this project is personally meaningful to you, what you hope to learn, and the significance of this project to your academic studies and/or professional aspirations.

Will your project serve as the basis for internship, fieldwork, research, or independent study course credits?

- If yes, please explain and provide class number, if you know it.

All UConn IDEA Grant projects must have appropriate mentorship. You do not need to have a mentor at the time of application. You will need to have mentorship arrangements in place prior to the disbursement of funding.

Have you identified a project mentor?

(Please note, for group projects you may have one project mentor who provides support and guidance on the entire project, or multiple project mentors with knowledge and expertise relevant to different project components.)

If yes, please provide your project mentor's name and department (or company/organization affiliation).

If no, please outline your plan for obtaining project mentorship.

Agreement to participate in the UConn IDEA Grant online course: If selected, I will satisfactorily complete the non-credit UConn IDEA Grant online planning course – approximate time commitment 40 hours.

Permission to print transcript: The Office of Undergraduate Research may include my unofficial transcript in my application.

Press releases: If awarded a UConn IDEA Grant, I give the Office of Undergraduate Research permission to include my name, project title, and project summary in press releases and on the UConn IDEA Grant website.

REFERENCES

Two letters of recommendation that address the qualifications of each applicant must be sent by email to Melissa Berkey at melissa.berkey@uconn.edu by **Monday, March 13, 2017**. Recommenders may submit one letter on

behalf of multiple group members as long as it addresses each member individually. Applicants may also request recommenders submit individual letters on their behalf. Letters submitted by applicants will not be accepted. For additional information, please review the [guidelines on letters of recommendation](#) available on the IDEA Grant website.

Reference 1 – A UConn faculty member, instructor, advisor, or other professional staff member

Name: _____ Department: _____

Email: _____ Phone: _____

Reference 2 – May be a UConn faculty member, instructor, advisor, or other professional staff member, or a teacher from high school/another university, or a community mentor

Name: _____

Department (company/organization or school): _____

Email: _____ Phone: _____

Address (if not affiliated with UConn): _____

OPTIONAL: Reference 3 – Students who wish to provide a third reference and letter of recommendation to support their project proposal may choose to do so. This is not required. The optional third reference may be from a project supervisor, faculty member, professional staff member, or other community mentor.

Name: _____

Department (company/organization or school): _____

Email: _____ Phone: _____

Address (if not affiliated with UConn): _____

ACADEMIC INTEGRITY

Please be aware that the final question on the application will ask you to certify that you have prepared your application materials in accordance with University standards for academic integrity. You can learn more about academic integrity at www.ugradresearch.uconn.edu/academic-integrity/.