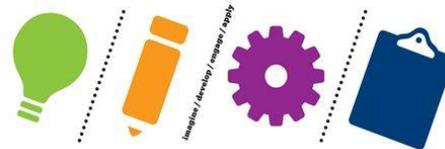


# UConn IDEA GRANT

UConn IDEA Grant  
imagine / develop / engage / apply

## INDIVIDUAL 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**

### CONTACT INFORMATION

Name: \_\_\_\_\_ Student Admin #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Home/Permanent Address: \_\_\_\_\_

Local Address: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ G.P.A.: \_\_\_\_\_ UConn Campus: \_\_\_\_\_

Major 1: \_\_\_\_\_ Major 1 School/College: \_\_\_\_\_

Major 2: \_\_\_\_\_ Major 2 School/College: \_\_\_\_\_

### 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. Briefly describe how your project fits these criteria.

### UPLOADS

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

Upload guidelines:

- In the header of each page, please include your name, 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 you've gone about developing your 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.

**Personal Statement (2-pages, double-spaced, 12pt. Times New Roman font, 1" margins):** Describe why this work is personally meaningful to you, what you hope to learn, and the significance of this project to your academic studies and/or future professional aspirations. Explain the qualifications, abilities and motivations you possess that will enable you to complete this project successfully.

**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 an estimate of the expenses required to complete your project. If relevant, explain why you have 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 your 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.

## ADDITIONAL QUESTIONS

**Location(s) where your project will take place:** \_\_\_\_\_

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?**

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.

**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.

**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 in Spring 2017 – 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.

**Have you applied to the following summer funding programs?**

- **Summer Undergraduate Research Fund (SURF) Award?** Yes or No
- **Holster Scholars?** Yes or No
- **If yes, you will be asked to address the following question.** Academic year projects should not simply be a continuation of the same activities planned for a summer project. The academic year project should either be completely distinct from the summer project, or should consist of a distinct next phase in the evolution of the project. There must be a clear separation between what will be done as part of the summer project and what next steps will be completed with the IDEA Grant academic year funding. Please describe how the IDEA Grant academic year project you are proposing is either distinct from your summer project or represents the next steps in your project.

**REFERENCES**

Two letters of recommendation must be sent by email on letterhead by Monday, March 13, 2017 to [melissa.berkey@uconn.edu](mailto:melissa.berkey@uconn.edu). Letters submitted by applicants will not be accepted. For additional information, please review the [guidelines on letters of recommendation](#) available on the UConn 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): \_\_\_\_\_

**RESEARCH ETHICS**

Students are responsible for working with their 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 UConn IDEA Grant application. Not all questions may apply to you. For those that do apply, 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 you as a student researcher 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 you as a student researcher on the project prior to disbursement.
- 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 you 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.
- If “No,” please outline your plan and timeline for obtaining the necessary SCRO approval.

## **INTERNATIONAL TRAVEL**

**THIS SECTION ONLY NEEDS TO BE COMPLETED 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 project.
- 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).**

**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) who 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?

## **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/](http://www.ugradresearch.uconn.edu/academic-integrity/).