UCONN
ENRICHMENT PROGRAMS
OFFICE OF
UNDERGRADUATE RESEARCH
DEADLINE: April 13, 2020

OUR TRAVEL TO CONDUCT RESEARCH AWARD
2019-20 APPLICATION OUTLINE

This document outlines information that will be collected in the online OUR Travel Award application. Your application must be submitted online through the OUR website: http://ugradresearch.uconn.edu/travel-awards/

APPLICANT INFORMATION

Student Name: _____ Student Admin #: _____

Email: _____ Cell Phone Number: _____

Home/Permanent Address: _____

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

Major 1: _____ Major 1 School/College: _____

Major 2: _____ Major 2 School/College: _____

TRAVEL INFORMATION

This information is necessary for OUR to complete any required travel approval processes on your behalf **IF your application is approved**. Students engaging in **international travel** for academic purposes must register with UConn Global Affairs – Education Abroad in accordance with the UConn Student International Travel Policy. Students will be automatically enrolled and covered by Cultural Insurance Services International (CISI) Health Insurance for the duration of their trips upon their completion of the UConn Education Abroad student travel registration form. Learn more about health insurance costs and the Education Abroad registration procedure.

Type of travel? In-State, Out-of-State, International

Specific Travel Destination(s)

Will you be making multiple trips to the destination(s) listed above? If yes, please list the dates of all expected trips to this destination

Departure date/Return date

Departure airport or station/Return airport or station (if trip involves air or train travel)

If International Travel is selected, you will be asked to complete the Supplemental International Travel Questions (listed at the end of the outline)

RESEARCH OR CREATIVE PROJECT & BUDGET INFORMATION

Project Title: _____

Project Description: Please provide a description of your project that addresses the project objectives, the procedures and methods you will use, and the outcomes you aim to produce (e.g., a dataset, an analysis, a series of works of art). Be sure to explain how you will use the Travel Award funding to support the execution of your project. (Maximum 4000 characters).

Please itemize the total budget for your travel expenses using the Budget Worksheet **that is found on the OUR Travel Award page of the OUR website.** You will be asked to *upload the Budget Worksheet* for your project (PDF format). While the maximum award is $500, it is important for us to know the total cost of the project so we can assess the extent to which these awards are meeting student and faculty supervisor needs.

Total amount of funding requested: _____

Please identify any other funding sources to which you have applied to support this research or creative project (e.g., Presidential Scholar enrichment funding, Rowe Scholar funding, departmental funding, etc.).

Have you previously received an OUR Travel to Conduct Research Award?
- **Yes, for the same project**
- **Yes, for a different project**
- **No**

Please evaluate the importance of receiving OUR Travel Award funding to your ability to travel as described above.
- **I could travel as described without OUR funding.**
- **I would have to modify my travel plans in the absence of OUR funding (e.g., reduce length of stay).**
- **I would not be able to travel without OUR funding.**

Are there additional factors in your background or life experience that would help you benefit from this award program? Discuss social, economic, educational, or other obstacles, if appropriate. Optional (maximum 1500 characters).

Should your application be selected/approved for funding, please indicate when you intend to present at Frontiers: Spring 2020, Fall 2020 or Other

RESEARCH COMPLIANCE

Students are responsible for working with their faculty advisor 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. Research approvals take time and require students to complete relevant training, so please plan accordingly.

You will be asked the following questions in the OUR Travel to Conduct Research Award application. Not all questions may apply to you. 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," please upload a PDF copy of your IRB approval letter. Note: If you are a student researcher on a faculty project, please upload 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," please upload a PDF copy of your PI's IACUC approval letter and a PDF copy of Appendix C (with approval dates).
- If "No," please outline your plan and timeline for obtaining IACUC approval.

Does your project involve the use of biological materials? Examples of biological materials can include, but is not limited to: recombinant or synthetic nucleic acid molecules (rsNA); biological agents and toxins; bacteria and their phages and plasmids; viruses; fungi; mycoplasmas; prions; parasites; human and non-human primate tissues, body fluids, blood, blood byproducts, and cell lines; animals; and animal remains and insects that may harbor zoonotic pathogens. If "Yes," you will be asked the following questions:
- Has this biological research been approved by the Institutional Biosafety Committee (IBC)?
- If "No," please contact ibc@uconn.edu, to ensure proper approval is received prior to beginning research.

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," please upload a PDF copy of the SCRO Amendment letter which approves your addition as a student researcher on your faculty advisor/PI's project.
- If "No," please outline your plan and timeline for obtaining the necessary SCRO approval.

Are you conducting your project in a setting with hazards such as a lab, theater, or studio? If "Yes," you will be asked the following questions:
- Have you completed the Employee Safety Training Assessment (ESTA) with your faculty mentor to determine which safety training courses are required for you to take in order to work where hazards are present?
- If "Yes," please upload a PDF copy of the email you received *listing ESTA course requirements* along with documentation of your completion of the indicated training requirements/registration for upcoming training.
- If "No," please complete the ESTA with your faculty mentor, make a plan to complete any training requirements indicated in the email, and forward both your ESTA email and documentation of your completed training/registration for upcoming training to OUR.

ADMINISTRATIVE DATA & PERMISSIONS

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

Permission to access student information: The Office of Undergraduate Research may access information about me from StudentAdmin (ethnicity, first generation status, membership in groups such as Honors, receipt of scholarships such as Presidential Scholarships) and from Student Financial Aid Services (Expected Family Contribution). I understand that this information will be aggregated and used to assess how representative applicants for and recipients of OUR funding are of the overall undergraduate population. If my application is

approved for funding, I understand that this information may also be used to match me to an appropriate funding source.

Permission to include name in press releases and other publicity relating to this award program: Yes or No

ACADEMIC INTEGRITY

Statement of Academic Integrity

By typing my name in the field below, I confirm that I have prepared all components of this application in accordance with University standards for academic integrity.

SUPPLEMENTAL INTERNATIONAL TRAVEL QUESTIONS

You will be asked to provide answers to the following questions concerning the international travel you are proposing as part of your OUR Travel Award application.

1. **To which country (or countries) would you be traveling? What are your proposed dates of travel?**

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

3. **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)?**
   a. If "Yes," please provide the name of the faculty advisor with whom you have discussed your proposed work.
   b. If "Yes," is your proposed work connected to this person's (these people's) work? If "Yes," how does your work connect with theirs?

4. **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).**

5. **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.**

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

7. **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.**

8. **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.**

9. **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?**
   a. If yes, what steps have you taken to apply for and receive this clearance?