

Undergraduate

Research

Council

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The logo for SUNY Cortland, featuring the word "Cortland" in a large, stylized serif font, with "SUNY" in a smaller, sans-serif font above it.

2017-2018 URC Small Grants Program

**Applications accepted anytime during the academic year,
but no later than April 6, 2018**

The Small Grants Program

The Undergraduate Research Council anticipates awarding a number of small (up to \$400) grants to students in direct support of their research or creative activities. Proposals from all academic disciplines are welcome and encouraged.

The URC Small Grants Program is aimed to support original research or creative projects that students complete independently or in collaboration with other undergraduate students. The award is designed to help defray the cost of travel, supplies, and other materials deemed necessary to successfully conduct the project.

The small grant program is **not** intended to (i) provide salary stipends for students and their faculty advisors, (ii) support travel to professional conferences or meetings. Students seeking support for dedicated research over the summer months are encouraged to apply for URC Summer Fellowships and for travel-related expenses to present at professional conferences should consider applying for a URC Travel Grant

Eligibility Requirements

1. Any matriculated full-time SUNY Cortland undergraduate student, including freshmen, enrolled during the semester of the grant. Student must be in good academic standing (not on probation, leave of absence or suspension).
2. The research for which funding is requested should be completed by the end of the semester in which the grant is awarded.
3. Grant funding should be fully expended by the end of the semester in which the grant is awarded.

Expectations

Small Grant awardees are expected to provide a 1-page written **summary of outcomes** at the end of the semester in which they receive the grant.

Evaluation Criteria

Proposals will be reviewed by the Undergraduate Research Council. The evaluation criteria will include: The intellectual quality of the project, merit of the research/creative experience.

**SUNY Cortland Undergraduate Research Council
2017-2018 Small Grants Program**

Application

Cover Sheet

All application materials must be submitted to the Undergraduate Research Council Office (Bowers Hall 144) anytime during the academic year, but no later than April 7, 2018. Decisions will be made approximately 1 week following submission.

Applicant Name: _____ ID #: C00-_____

Major: _____ Number of credits earned towards graduation: _____

Campus/Local Address: _____

Phone: _____ Email: _____

Student Collaborators (if any):

Collaborator Name: _____ ID #: C00-_____

Collaborator Name: _____ ID #: C00-_____

Collaborator Name: _____ ID #: C00-_____

Title of Research/Creative Activity: _____

Faculty Advisor: _____ Department: _____

Campus Phone: _____ Email: _____

Directions: Part A of this application should be filled out by the student(s) and Part B by the faculty advisors. It is permissible for faculty sponsor to assist in completion of the sections I and II of the budget page. If more than one student is involved in the same project, submit a single application and identify each student involved in the project. Only a single faculty statement is required. **Please ensure to include separate pages for the detailed budget and, if required, summary of prior URC support.**

Part A. Student

1. Describe your proposed research project or creative activity. The description should include the goals and anticipated outcomes of the project, including the methodology and time-line for which the research is to be conducted. If this is a collaborative project, please fully explain the role of each of the collaborators.

2. Indicate the amount of money being requested (\$400 limit). *Complete the budget page containing a detailed budget listing equipment, supplies, travel, and an explanation as to how this money will be used in support of your project.*

3. If you (or any of the collaborators) have received prior support from the Undergraduate Research Council (Small Grant, Undergraduate Summer Research Fellowship, of Travel Grant), provide on separate page(s) a one-page summary describing the activities and other outcomes (e.g., presentations, performances, and/or publications) for each of these previously supported projects.

I understand I must submit a summary report of my project and expenses by the end of the semester in which I receive the grant.

Your signature below indicates that you understand your responsibilities in accepting this grant.

Student Signature _____ Date _____

Collaborator Signature _____ Date _____

Collaborator Signature _____ Date _____

Collaborator Signature _____ Date _____

Budget Page

I. Materials and Supplies.

Please list separately each item and the amount.

a.	_____	\$ _____
b.	_____	\$ _____
c.	_____	\$ _____
d.	_____	\$ _____
e.	_____	\$ _____
f.	_____	\$ _____
g.	_____	\$ _____

TOTAL MATERIALS AND SUPPLIES \$ _____

II. Research Travel Expenses.

Please complete the appropriate column: **Actual** if the travel has already taken place or **Anticipated** if the travel has not been completed. (**Information regarding per diem rates may be found in the SUNY Cortland Business Office travel guidelines at www.cortland.edu/business/acctpay.html**).

	Per Diem/Mileage	Actual	Anticipated
a. Airfare		\$ _____	\$ _____
b. Mileage	\$ _____ /mile x _____ miles	\$ _____	\$ _____
c. Per diem meals*	\$ _____ /day x _____ days	\$ _____	\$ _____
d. Per diem lodging *	\$ _____ /night x _____ nights	\$ _____	\$ _____
e. Other (explain below)		\$ _____	\$ _____
		\$ _____	\$ _____

TOTAL EXPENSES (II.a. through II.e.) \$ _____

* Per diem meals and lodging can only be applied towards actual dates of activity plus reasonable travel time to and from activity. **Reimbursement for lodging cannot exceed the official per diem rate.** Please call Haley Zurell in the URC Office (x2815) should you have questions.

III. Budget Justification.

Please describe in the space below how *each* item in your budget relates to and supports your research project. The information should be sufficiently detailed and clear for reviewers outside of your discipline to understand its relevance.

