

**U**ndergraduate

**R**esearch

**C**ouncil  
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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.

**2019-2020**

## **Student Progress in Undergraduate Research Grants**

Offered by the Undergraduate Research Council

**Applications accepted three times during the academic year:**

**Friday, September 27, 2019 for the Fall semester**

**Friday, February 21, 2020 for the Spring semester**

**Friday, April 3, 2020 for the Summer**

### **The SPUR Grants Program**

SUNY Cortland's Undergraduate Research Council (URC) announces a new program of grants supporting research efforts throughout the year by students and their faculty mentors. In this program, titled Student Progress in Undergraduate Research (SPUR) grants, students and their mentors will apply for access to funds to facilitate their research projects. In most cases students will be expected to be enrolled in independent study or independent research courses during the project and for the project to require one full semester or more of work. The SPUR grants provide funds to help defray the cost of supplies, small equipment, and research-related travel required for the successful completion of the project.

The SPUR grants program is aimed to support original research projects in all departments and academic disciplines at the College. Each field of study may have somewhat different definitions of research but for this program we recognize undergraduate research as involving an investigation conducted by an undergraduate that builds off of existing knowledge and makes an original intellectual contribution to the discipline.

A SPUR grant, if awarded, will provide the student and faculty mentor with access of up to \$400, reimbursable through receipts for eligible expenses. The SPUR grants are **not** intended (i) to provide salary or stipends for students, faculty, or other persons; or (ii) to support travel to attend or give presentations at professional conferences or meetings. Students wishing to give presentations at conferences may apply for funds through the URC program titled Student Research Travel Grants. SPUR grants are not intended to support projects that are a part of standard coursework, nor to support all of the students enrolled in any particular course. However, collaborative projects with multiple students may be eligible for support with one grant per project.

## **Eligibility Requirements**

1. Any matriculated full-time SUNY Cortland undergraduate student enrolled during the semester of the grant. Student must be in good academic standing (not on probation, leave of absence or suspension).
2. Grant funds for eligible expenses will only be dispersed when valid receipts are submitted.
3. Grant funding should be fully expended by the end of the semester in which the grant is awarded.

## **Expectations**

SPUR 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**

Applications will be reviewed by the Undergraduate Research Council. The applications will be evaluated based on the following criteria, as demonstrated in the application:

- 1) Project involves undergraduate research as defined above.
- 2) The intellectual quality of the project and the potential merit of the research experience for the student.
- 3) Appropriateness of the project budget to enhance the experience.
- 4) Level of faculty mentorship and support.

**SUNY Cortland Undergraduate Research Council  
2019-2020 SPUR Grants Program**

**Application**

**Cover Sheet**

**All application materials must be submitted to the Undergraduate Research Council Office c/o Nicole Allen (Miller Building, Room 206) by:**

**September 27, 2019 for the Fall semester**

**February 21, 2020 for the Spring semester**

**April 3, 2020 for the Summer**

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 Activity: \_\_\_\_\_

\_\_\_\_\_

Faculty Mentor: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Directions:** Part A of this application should be filled out by the student(s) and Part B by the faculty mentors. It is permissible for a faculty mentor to assist in completion of Part A, but this section should be primarily the ideas and words of the student. Faculty mentors are expected to assist with the budget information. 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 (Answer the following questions on a separate sheet. Two pages maximum.)**

1. Describe your proposed research project. The description should include the goals and anticipated outcomes of the project, including the methodology and how your project is building off existing knowledge in this field. Please include a 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. If you are enrolled in an Independent Study or Research course provide the course number. If this project is part of another type of course, please fully explain.
3. If awarded, you will have access to up to \$400. Indicate in general terms how access to these funds will help your project. *Complete the budget page containing a more detailed estimate of the equipment, supplies, and travel involved in the project. It is acceptable that this is only an estimate of what you might need to expend.*
4. If you (or any of the collaborators) have received prior support from the Undergraduate Research Council (Summer Undergraduate Research Fellowship, Student Research Travel Grant, Undergraduate Research Assistant Program), provide a 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 receipts to receive any funds from this grant. I also agree to 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 Estimate Page**

**I. Materials and Supplies.** Please list separately each item and the amount for your anticipated needs.

- 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 website).**

	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 TRAVEL (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.

### **Part C. Faculty Advisor**

1. Have you read and do you support the attached proposal? What is your role in the project for which the student is applying for funds?
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. Describe the capacity in which you know the student (and student collaborators) and describe the preparation of the student(s) to undertake the project.

Please sign below indicating that the above information is accurate, that this is a legitimate request for funds and that this student (or students) has your endorsement for this grant.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Only the materials requested in this application will be forwarded to the review committee. Please do not attach any additional letters of recommendation.**