

USR Grant Form

* 1. Student Name (Last Name, First Name)

* 2. UIN (9 digit number)

Please spell out the degree completely, do not use acronyms.

3. Academic Major

* 4. Academic Year

- 1st
 2nd
 3rd
 4th

* 5. UIS Email

* 6. Phone Number with Area Code

* 7. Local Address

* 8. Permanent Address

* 9. Project Title

If this is a group proposal, please designate one group member to be the "lead". **ALL GROUP MEMBERS MUST SUBMIT AN INDIVIDUAL GRANT PROPOSAL.** Group members should submit their proposals at the same time. Group "lead" will complete questions 22-33 for the entire group.

* 10. Is this a Group Proposal?

- Yes
 No

11. If group proposal please indicate name of student who will submit as "lead"

12. Please list all co-researchers if applicable (including yourself)

USR Grant Form

* 13. Faculty Supervisor for Project

* 14. Faculty Supervisor Department

* 15. Faculty Supervisor Office Room #

* 16. Faculty Supervisor Email

* 17. Faculty Supervisor Phone with Area Code

USR Grant Form

If you recieved/requested any funding for this project from the UIS Division of Student Affairs please indicate how much funding was recieved/requested by indicating the funding amount followed by the year and semester the funding was recieved/requested

18. UIS Division of Student Affairs

If you recieved/requested any funding for this project from any UIS department please indicate how much funding was recieved/requested by indicating the funding amount followed by the year and semester the funding was recieved/requested, as well as what grant/department the funding came from

19. Other UIS Grant or Support

If you recieved/requested any funding for this project from an external funding source please indicate how much funding was recieved/requested by indicating the funding amount followed by the year and semester the funding was recieved/requested, as well as where the funding came/was requested from

20. External Grant or Support

USR Grant Form

- * 21. List the college-level research courses you've completed (including any on research ethics) and your previous experience conducting research

If non-lead member of a group proposal, please indicate by your answer the name of the student who is submitting the lead proposal

- * 22. What is the thesis or the hypothesis of you proposed research? Why is this an important research focus?

If yes, please note that the research will need to be submitted for institutional review an approval from one or more fo the following committes **before data collection can begin**: UIS Insitutional Review Board for the Protection of Human Subjects of Research, UIS Institutional Committee for the Care and Use of Animals, Institutional Biosafety Committee

- * 23. Will your research project involve collection of data from human participants or non-human animals, or the use of biological substances such as DNA?

- Yes
 No

- * 24. Where will your data collection occur? Will any of the data collection occur off campus? If applicable, please indicate the Institutional Review Committee that approved this project as well as the Date it was approved, as well as the approval number

* 25. Provide a timeline listing the major tasks or activities of the proposal, and indicate who will be responsible for each task.

* 26. How will you share your research findings with the UIS campus community? (e.g., brown bag presentation, poster on display in major department, presentation at STARS, etc.?)

* 27. List any professional association meetings or scholarly conferences to which you plan to submit a proposal for a presentation of your research results.

If you have already been accepted to present at a conference please insert your accepted abstract

Please email a copy of the acceptance letter to URSP@uis.edu

USR Grant Form

Research Presentation Information

If your research has already been accepted for presentation please complete the following section; If this a group presentation, only the lead member needs to fill out this section, all other group members should indicate which student is submitting the lead proposal in their answer to the first question below.

28. Presentation Title

29. Author(s)

30. Conference Title or Professional Association

31. Conference or Meeting Location

32. Conference or Meeting Start Date (mm/dd/yyyy format)

Please avoid technical jargon. How would you describe your project to someone who has no training in your research area?

* 33. In a paragraph or less, in layman's terms, please describe your research. This will be published on the Undergraduate Research Support Program website

Copyright © University of Illinois Springfield

USR Grant Form

Travel Expenses Worksheet

If a group project, each member of the group needs to fill out this section for their own individual expenses. Note that we encourage sharing travel in order to decrease total costs to the state.

Begin by checking the University's Travel Policies and Reimbursement Rates at <http://www.obfs.uillinois.edu/travel/reimbursement-rates/> and then itemize the expenses below

If traveling by plane, please indicate the total amount for Air Fare

34. Air Fare (roundtrip)

Calculate by taking the number of miles one-way, multiplying by 2, then multiplying by the University's reimbursement rate

35. Ground Transportation by Personal Vehicle

Please list total amount of any Tolls that will be paid if traveling by personal car

36. Tolls

Please list total parking fees

37. Parking

Please list nightly rate and number of nights of stay

38. Hotel

Please list the rate per day from the University's reimbursement rate site. (be sure to prorate cost for travel that is less than a full day)

39. Meals

Please list any expenses related to equipment, data collection, recruitment materials, etc.

40. Research Related Expenses

Please list any other associated costs that you wish to be considered.

41. Other (clearly specify)

Please add up all listed expenses and list the total amount requested.

* 42. Total Anticipated Expenses

* 43. Of the total amount listed in the previous question, please indicate how much has already been paid and from what sources

If you have not gained your faculty mentor approval, please save this form using the button below and return to complete submission once you have spoken with your faculty mentor.

* 44. I have reviewed this application with my faculty mentor and they have approved the submission of this application

Yes

Final Instructions

Upon submitting this form, you will receive an e-mail with your completed answers, as will the Undergraduate Research Support Program. Print your e-mail and attach the signature page and turn these in to your faculty mentor for processing.