

2009-2010 Undergraduate Research Fellowship (URF) Competition

Fall Deadline: 5:00 p.m., September 28, 2009

Spring Deadline: 5:00 p.m., February 1, 2010

Up to \$1,000.00



Eligibility

- Only UT students may apply.
- Applicants must be enrolled full-time (minimum of 12 hours) at The University of Texas at Austin in a bachelor's degree program or in the PharmD Program. Graduating seniors must provide certification by the Registrar's Office, if enrollment is less than 12 hours.
- Applicants are allowed only one URF per academic year, September 1st – August 31st.
- Previous URF recipients may apply in multiple years; however, the likelihood of receiving an award in two consecutive years is dependent upon funding constraints and the applicant pool.
- Applicants must have a minimum overall in-residence UT GPA of 2.5.
- Research projects should be *independent*; URFs will not fund UT-sponsored or specific class-associated travel (e.g., Study Abroad, seminars, etc.).

The University Co-operative Society provides funding for the Undergraduate Research Fellowship Program. The Co-op gift, with additional funds from the Student Government and University colleges and schools, provide university-wide funding for undergraduate student research.

Purpose

The purpose of the URF competition is to provide support for scholarly research projects conducted by The University of Texas at Austin undergraduate students. Fellowships are intended to cover costs associated with independent research projects proposed and written by student applicants and undertaken with the supervision of a University tenured, tenure-track, or non-tenure track faculty member, or full-time Research Scientist/Engineer. The supervisor will attest to the appropriateness of the student's research expenses throughout the project.

Deadlines

There will be two opportunities to apply, **Monday, September 28, 2009**, and **Monday, February 1, 2010**. Awards will be announced October 19, 2009, and February 22, 2010 respectively. URFs will expire August 31, 2010, *unless the student graduates earlier*, in which case the fellowship will expire on the student's graduation date. All funds not spent by the expiration date will revert back to the URF fund.

Applications are available at <http://www.utexas.edu/research/admin/awards/> or by contacting the Office of the Vice President for Research at (512) 471-2877.

**** The Vice President for Research reserves the right to prioritize funding criteria (e.g., expected date of graduation, previous URFs received, GPA, number of students supervised by a professor, etc.) based upon the pool of applications received. ****

URF funds MAY be used for:

- ☺ Research-related travel performed *after* the award is made (specific date(s) and location(s) as well as an explanation of the relevance to the research project must be included, to be approved)
- ☺ Budgeted research supplies and materials
- ☺ Highly specialized computer software required for the project*
- ☺ Small items of research equipment*
- ☺ Travel and registration fees for professional meetings, conferences, or symposia attended *after* the award is made (specific date(s) and location(s) as well as an explanation of the relevance to the research project must be included, to be approved)

URF funds MAY NOT be used for:

- ☹ Any purchase *not* included in the approved budget, unless budget is amended and approved prior to purchase
- ☹ Books, journal subscriptions, music tapes, CDs, or DVDs
- ☹ Student scholarships, stipends, or salaries
- ☹ Fuel for research-related travel in the Austin area
- ☹ Tuition and fees at any institution for course credit
- ☹ Page charges, reprints, or manuscript preparation costs
- ☹ Computers, computer peripherals, or commonly accessible software
- ☹ Reimbursing faculty for *any* expenditures, including travel

*The University retains ownership of *all* equipment and/or software acquired with URF funds, which will remain the property of the supervisor's department.

**ANIMALS, BIOHAZARDOUS MATERIALS,
& HUMAN SUBJECTS in RESEARCH**

If your project uses *vertebrate animals* as test subjects, any type of *biohazardous materials* or *people* as test subjects, you may need approval from the Office of Research Support:

<p>For Vertebrate Animals: Institutional Animal Care and Use Committee (IACUC) Office of Research Support North Office Building A, Suite 5.200 Phone: (512) 475-8650 E-mail: iacuc@austin.utexas.edu http://www.utexas.edu/research/rsc/animalresearch/index.html</p>	<p>For Biohazardous materials: Institutional Biosafety Committee (IBC) Office of Research Support North Office Building A, Suite 5.200 Phone: (512) 232-9674 E-mail: ibc@austin.utexas.edu http://www.utexas.edu/research/rsc/ibc/</p>
<p>For Human Subjects research: Institutional Review Board (IRB) Office of Research Support North Office Building A, Suite 5.200 Phone: (512) 471-8871 E-mail: orsc@uts.cc.utexas.edu http://www.utexas.edu/research/rsc/humanresearch/index.html</p>	

Please remember: As defined by the Office of Research Support, if your project requires approval, you must submit an *approved* copy of the appropriate form(s) to the Office of the Vice President for Research *before* awarded Undergraduate Research Fellowship funds will be distributed for use. ***In addition, the proposed research cannot begin until institutional approval is granted!***

Important URF Award Information

1. URFs are **NOT** cash awards! If awarded, fellowship funds are made available for student use through an individual account administered by the supervising professor's departmental accounting representative, and according to the recipient's approved budget.
2. Fellowships become active upon transfer of funds into the recipient's URF account. When a fellowship is awarded, funds might not be immediately available if approval is pending from the Office of Research Support. All institutional requirements must be met before the recipient is able to spend any URF funds.
3. If awarded, the recipient must contact the supervisor's departmental accounting contact *prior* to using any of the awarded funds. The accounting contact will assist in all purchases/reimbursements made.
4. Reimbursements can only be made for travel-related expenses.
5. Under *NO* circumstances will faculty, research scientists/engineers, or graduate students be reimbursed with URF funds nor will purchases be made on their (or a lab's) behalf.
6. It is the responsibility of the *student, supervisor, and departmental accounting representative* to ensure that all expenditures claimed against the account are incurred in support of the research project and in accordance with The University of Texas and State of Texas guidelines. This includes production of fiscal documents (purchase orders, requisitions, travel vouchers, etc.) and accounting for the fellowship. More information and assistance are available at <http://www.utexas.edu/business/accounting/>.
7. Any funds not expended by 5 p.m. on August 31, 2010, or the student's graduation date (if prior to 8/31/2010) will return to the Undergraduate Research Fellowship (URF) fund.
8. **Reporting Requirement:** Upon completion of the research project, each fellowship recipient must submit a one-page final report and "thank you" to:

Mr. George Mitchell
c/o the Office of the Vice President for Research
Main Bldg., Suite 302
1 University Station, Mailcode G1400
Austin, Texas 78713

The report should briefly describe the **research outcome(s)**, list any **publication(s)** resulting from the work, note any **academic awards** received by the fellowship recipient, and include **post-graduation goals** of the recipient.

APPLICATION CHECKLIST (MUST ACCOMPANY APPLICATION FORM)

Today's date: _____

Student's Name _____ UTEID _____
Last First MI

- I am a full-time UT undergraduate student enrolled in at least 12 hours of classes.
- I have a minimum overall in-residence UT GPA of 2.5.
- My research proposal for this URF is **not** part of a UT-Austin class project/assignment.
- I have included a **Completed Undergraduate Research Fellowship APPLICATION FORM, signed by me and my supervising professor.**
- I have included my **RESEARCH PROPOSAL (<5 pages including figures, notes, and references), consisting of the following, clearly identified parts:**
 - Descriptive title
 - Thesis statement
 - Problem/hypothesis
 - Methodology
 - Expected outcomes of the project
 - Why a fellowship is necessary for the success of the project
- I understand that applications will be evaluated on the basis of my proposal, which **is in a format appropriate for my discipline, free of jargon, concisely written, and proofread for errors.**
- I have included a **CURRENT RESUME (<1 page)**, and added special qualifications relevant to my proposed project.
- I have included an **ITEMIZED BUDGET (<1 page), listing individual items with accurate estimates of cost** and a brief **justification.**
- I have **not** included items specifically excluded above because they will not be funded and any amount(s) listed will be deducted from the requested amount.
- I understand that ***URF funds will only pay for items listed on an approved budget.***
- I understand that I am responsible for ensuring that the **recommendation letter** from my supervisor is received. The recommendation justifies why the fellowship is important to the success of my project and that I am capable of carrying out the research project to its completion. An original, signed **RECOMMENDATION LETTER FROM MY SUPERVISOR is (choose one):**
 - Included in a sealed envelope, or
 - Being sent separately to the Office of the Vice President for Research [The letter may be faxed to 471-2827 by the URF deadline]
- I understand the implications of the University's plagiarism policy: "Plagiarism" includes, but is not limited to, the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work..." **Plagiarism will not be tolerated and is subject to disciplinary action!**
- This is how I found out about the URF Program: _____

2009-2010 Undergraduate Research Fellowship Application
Please circle one: Fall 2009 Spring 2010

Please TYPE or PRINT *CLEARLY*

Funds Requested [\leq \$1,000] _____ Location of Research: _____

Descriptive Project Title _____

Student's Information			
Name _____	Last	First	MI
_____	_____	_____	_____
Local Address _____	Street	City, State	Zip Code+4
_____	_____	_____	_____
Permanent Address _____	Street	City, State	Zip Code+4
_____	_____	_____	_____
E-Mail Address _____	Local Phone _____	_____	_____
College/School _____	Major _____	_____	_____
Overall GPA _____	Expected Grad Date (Semester/Year) _____	_____	_____

Supervisor's Information	
Name _____	Title _____
Department _____	Office Phone _____
Campus Mailcode _____	E-Mail _____

- 1. Does this project utilize ANIMAL SUBJECTS?** _____ YES _____ NO
- 2. Does this project utilize BIOHAZARDOUS MATERIAL?** _____ YES _____ NO
- 3. Does this project involve HUMAN SUBJECTS?** _____ YES _____ NO



If "yes" to *any* of the three questions above, and a URF is awarded, funds will not be made available until VPR receives a copy of the required approval. ***The proposed research cannot begin until institutional approval is granted!***

I hereby attest that the information provided in this application is correct to the best of my knowledge. I have read and understand UT's policy on plagiarism and the guidelines governing use of URF funds and will comply with them if I receive an award.

SIGNATURE OF APPLICANT _____ DATE _____

By signing, I agree to supervise this student if an Undergraduate Research Fellowship is awarded and will assume responsibility in expenditure of the fellowship funds. I certify that only those costs required for the conduct of the project funded by the fellowship recipient will be charged to the URF account and that all costs incurred are consistent with program guidelines and University rules. I understand that faculty, research scientists/engineers, or graduate students cannot utilize URF funds. I understand that any funds remaining at the fellowship termination date will lapse to the VPR, and any software and/or equipment purchased will remain in the custody of The University of Texas at Austin.

SIGNATURE OF SUPERVISOR _____ DATE _____

Submit to: Office of the Vice President for Research, Attn: Liza Scarborough
 Main Bldg., Suite 302, 1 University Station G1400, Austin, Texas 78713