

The University Co-operative Society • The University of Texas at Austin

2011-2012 Undergraduate Research Fellowship (URF) Competition

Fall Deadline: 5:00 p.m., September 12, 2011

Spring Deadline: 5:00 p.m., January 23, 2012

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 full-time status certification by the Registrar's Office or college/school advisor, 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 research or 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 other 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 staff member. The supervisor will attest to the appropriateness of the student's research expenses throughout the project, and will need Principal Investigator (PI) status in order to request IACUC, IBC, or IRB approvals, if applicable. For a list of titles that qualify as PI, please visit: http://www.utexas.edu/research/osp/osp_handbook.html#pis.

Deadlines

There will be two opportunities to apply, **Monday, September 12, 2011**, and **Monday, January 23, 2012**. Awards will be announced October 17, 2011 and February 20, 2012 respectively. URFs will expire August 31, 2012, **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/about/awards-fellowships-grants> 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. ****

ANIMALS, BIOHAZARDOUS MATERIALS, & HUMAN SUBJECTS in RESEARCH

If your project will use live or dead *vertebrate animals*, *human subjects* or data about humans previously collected, or any type of *biohazardous materials*, including recombinant DNA, you may need approval from the Office of Research Support:

For Vertebrate Animals: Institutional Animal Care and Use Committee (IACUC) Program Coordinator Office of Research Support Phone: (512) 475-8650 E-mail: iacuc@austin.utexas.edu http://www.utexas.edu/iacuc	For Biohazardous materials: Institutional Biosafety Committee (IBC) Office of Research Support Phone: (512) 232-9674 E-mail: ibc@austin.utexas.edu http://www.utexas.edu/research/rsc/ibc/
For Human Subjects or data previously collected from or about humans: Institutional Review Board (IRB) Office of Research Support Phone: (512) 471-8871 E-mail: orisc@uts.cc.utexas.edu http://www.utexas.edu/irb	

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!***

URF funds MAY be used for:

- ☺ TRAVEL—The URF may fund research-related travel performed *after* the award is made but before August 31, 2012 (subject to University regulations and end-of-fiscal-year deadlines) and before the student graduates (commencement date). Travel and registration fees for professional meetings, conferences, workshops or symposia may be funded as well, with the same restrictions above. For travel to be approved, the proposal must include specific date(s) and location(s) as well as an explanation of the relevance to the research project. Only research-associated travel beyond the Austin area will be covered (e.g., **not** from campus to Pickle, **not** around Austin while conducting interviews or doing site visits, etc.).
- ☺ SUPPLIES—The URF may fund budgeted research supplies and materials required for the undergraduate student's approved research project.
- ☺ COMPUTER SOFTWARE—ONLY Highly specialized computer software required for the project* may be approved. No computers, computer peripherals, or commonly accessible software are allowable.
- ☺ RESEARCH EQUIPMENT—Small items of research equipment* (e.g., cameras, recorders, etc.), which become the property of The University of Texas at Austin upon conclusion of the approved research project, may be approved if necessary for the project.

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

URF funds MAY NOT be used for:

- ☹ Any purchase *not* included in the approved budget, unless budget is amended and approved prior to purchase. Amendments must not diverge from the project's original intent.
- ☹ Books, journal subscriptions, music tapes, CDs, or DVDs.
- ☹ Student scholarships, stipends, or salaries.

URF funds MAY NOT be used for (continued from previous page):

- ⊗ Vehicle maintenance, fuel, or local transportation costs (in the Austin area).
- ⊗ Tuition and fees at another institution.
- ⊗ Page charges, reprints, or manuscript preparation costs.
- ⊗ Computers, computer hardware, computer peripherals, or commonly accessible software.
- ⊗ Reimbursing faculty, associated graduate assistants, or any other individual for *any* expenditures, including travel.
- ⊗ Reimbursing URF recipients for any expenses, except pre-approved travel related expenditures.
- ⊗ Stocking a supervisor's lab, office, or studio with research items unrelated to the approved student project.
- ⊗ Travel or research conducted after a URF recipient's graduation date or after August 31, 2012. See above travel restrictions.

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 to URF recipients, 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 is available at <http://www.utexas.edu/business/accounting/>.
7. Any funds not expended by 5 p.m. on August 31, 2012, or the student's graduation date (if prior to 8/31/2012) 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
Peter T. Flawn Academic Center 29
1 University Station, Mailcode G1400
Austin, Texas 78712

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.