

The University Co-operative Society • The University of Texas at Austin
**2011-2012 Undergraduate Research Fellowship (URF)
Competition**

APPLICATION CHECKLIST (MUST ACCOMPANY APPLICATION FORM)

Student's Name _____ UTEID _____
Last First MI Today's date: _____

- 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 PROPOSAL¹ (<5 pages including figures, notes, and references), consisting of the following, clearly labeled 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: _____

¹ A useful Research Proposal Writing Guide can be found at:
http://www2.smumn.edu/deptpages/~tcwritingcenter/Forms_of_Writing/ResearchProposal.htm

2011-2012 Undergraduate Research Fellowship Application
Please circle one: Fall 2011 Spring 2012

Please TYPE or PRINT *CLEARLY*

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

Descriptive Project Title _____

Student's Information			
Name _____	_____	_____	UTEID _____
	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 _____

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 for 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 be paid from 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. I further certify that this URF project requires protocol confirmation by the Office of Research Support as indicated below:

*IACUC (this project uses vertebrate animal subjects): _____ YES _____ NO
 *IBC (this project uses biohazardous material): _____ YES _____ NO
 *IRB (this project uses human subjects): _____ YES _____ NO

SIGNATURE OF SUPERVISOR _____ DATE _____

* 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!***

Submit to: Office of the Vice President for Research, Attn: URF 2011-2012
 FAC 29, 1 University Station G1400, Austin, Texas 78712