

Apply for the URCA Grant

Application period: October 2 - November 20

Checklist

- Identify a potential mentor (**must** be a member of the Academic Senate) and discuss your project with them. Notify them that a "Mentor Letter of Support" is required as part of the application
- Create your application in the URCA Portal **at least two weeks before the deadline** and add your mentor's information (once you save your application, an upload link for the Mentor Letter of Support will be sent to your mentor)
- Add your 100 word abstract to your application
- Write your project plan and send it to your mentor for review
- Create your budget (using the **required** budget form) and send it to your mentor for review
- After your mentor has reviewed your project plan and budget, upload them to your online application
- Ensure that your mentor uploads their letter of support by 11:59pm on November 20, 2020

Pandemic Considerations

The review committee will be asked to pay particular attention to budget/project plans and how well they follow remote research guidelines.

Consider projects/tasks that take into consideration safety and social distancing (i.e., literature reviews, theoretical/conceptual work, analysis of online data/previously collected data, etc.).

Equity in research during the pandemic: It is acknowledged that the pandemic may disproportionately impact certain types of research. Whenever possible, we encourage reasonable adaptations, which allow undergraduates to move forward with research experiences/goals.

Required Form(s)

[AY2020-2021 URCA Budget Form](#)

Proposal Information

All proposal components listed below, including your mentor's letter of support must be submitted by the deadline posted. Late submissions **will not** be considered.

You should create your application in the URCA Portal at least two weeks before the deadline so your mentor will receive their upload link for your letter of support with sufficient time to submit. All application components can be edited an unlimited number of times before 11:59pm on the application deadline. Please direct any questions to the URCA Coordinator, urca@ltsc.ucsb.edu.

Abstract

Your abstract should be a brief and clearly-written synopsis of your research or creative project. It should not exceed 100 words and must contain the following elements:

- A brief explanation of the project's purpose
- A brief statement explaining what you will do in your project
- The major conclusions you hope to derive from your project
- A concise statement of what you hope to gain from your project

Do not include any details about your research design or methods

Project Plan

The project plan is a brief narrative, not to exceed two pages (single or double-spaced with standard margins, font size no smaller than 11 points and no images or formulae). References are not required, but if included they should remain within the two-page limit. Scripts for film or dramatic projects are not appropriate substitutes for a project plan.

The narrative must include responses to the following questions:

- **Specific Aims:** What do you intend to do? List the overall objectives of your project and describe concisely and realistically what your project is intended to accomplish, including any hypotheses to be tested.
- **Research Design and Methods:** Describe the research design and procedures that you will use. By what means will your data be collected, analyzed, and interpreted? Provide a timetable for the project. If your project involves human subjects, please ensure that you have complied with University remote guidelines for the use of human subjects. (These guidelines are available from the Office of Research website. Questions should be directed to the Human Subjects Coordinator, Office of Research, hsc@research.ucsb.edu. Please do not submit the Human Subjects Committee application with the proposal).
- **Background and Significance:** Relate your project's specific aims to the broader goals of your undergraduate education and major field of study. Why is an URCA grant award

significant to you? What courses or opportunities have prepared you to undertake this project?

- **Timeline:** Indicate duration of research or creative activity. How long will you be doing this project? Where do you expect the project to be in one month, two months, five months, etc.?

Budget

Using the URCA Budget form, list all costs associated with the project. Funding is provided for general supplies, other costs and domestic travel. **Funding will not be provided for domestic/international travel or conference related fees or travel.**

- **General supplies** : capped at \$155 per project, includes such items as computing paper/ink (capped at \$40), binding of final report (capped at \$35), Undergraduate Research Colloquium poster development (capped at \$50), and general office supplies and photocopying charges (capped at \$30).
- **Other costs** include: Rental of equipment, payment to subjects, payment for services, and large duplication costs for surveys and questionnaires. Please note the following restrictions and considerations:
 - The **purchase** of equipment (computers, software, printers, cameras, tape recorders, etc.) is not allowed. **Rental** of these items is permitted.
 - Requests for salary are prohibited.
 - URCA funding restrictions do not allow for payment of services via UCSB payroll. An invoice is required in order to pay for services (transcription, design, etc.)
 - If you are requesting payment to subjects, be sure you have adhered to university policies on the use of human subjects as explained earlier in the proposal instructions. Payment cannot be in the form of cash.
 - To encourage a large group to participate in a survey, a drawing may be the most effective way to get participation. The value of the prize awarded may not exceed 10% of the total grant funding. For example, a project awarded a \$750 grant can use a prize with a maximum value of \$75.
- **Domestic travel** is not being funded by the URCA Grant at this time.

Mentor's Letter

A letter of support is required from your faculty mentor. It is your responsibility to ensure the submission of this letter by the deadline. Please allow the mentor sufficient time to review your plan prior to the submission deadline.

Your mentor must be a member of the Academic Senate ([view the membership list here](#)).

Graduate students, part-time lecturers, and staff are not eligible to serve as project mentors. If you have questions about mentor eligibility, please consult with the URCA Coordinator for clarification, urca@lsc.ucsb.edu

Submitting the Mentor's Letter

The mentor's letter of support should be written on department letterhead and be submitted as a PDF to the online URCA Grant System. Your mentor will receive an e-mail with instructions when you submit your proposal application along with your mentor's e-mail address. **Please create your application profile BEFORE the deadline so your mentor will receive your individualized upload link with sufficient time to submit.** (You may edit your application until the deadline.)