



# Undergraduate Research & Creative Endeavors

## Application Form

### ITEM 1. BASIC INFORMATION

Student: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_ Discipline: \_\_\_\_\_

Title of Research Project: \_\_\_\_\_

\_\_\_\_\_

Classification:  FR  SO  JR  SR      Status:  Full-time  Part-time

UM PO Box: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Term:  Fall  Spring  May  Summer I  Summer II      Year: 20 \_\_\_\_\_

Level of UR Credit Sought:  100  200  300  400      Credit hours (1-6): \_\_\_\_\_

### ITEM 2. DESCRIPTION OF RESEARCH

The narrative must provide a detailed description of the proposal project, including methodology. It must include information that will be used to judge the merit of the project for funding. It must be written so as to be understandable to an educated person not in the field. It should also include the estimated number of hours expected to complete the project over the course of the semester. *Limit 750 words.*

### ITEM 3. RESEARCH BIBLIOGRAPHY

A bibliography of pertinent research literature is required. Format (e.g., APA, MLA) must be suited for publication in journals of the research subject matter.

#### **ITEM 4. PUBLICATION AND PRESENTATION OUTLETS**

Anticipated publication and presentation outlets must be identified. Please consider conferences at the national, regional, and state level. Students participating in UR are expected to present at Undergraduate Research Day. Keep in mind that some honor organizations have journals available for students to submit their research.

#### **ITEM 5. STATEMENT OF FACULTY MENTOR**

The faculty research mentor must attach a letter of endorsement in support of the research project and willingness to supervise the project. This statement should address the student's qualifications to conduct undergraduate research as well as the merits of the research project. *Limit 350 words.*

#### **ITEM 6. STATEMENT OF DEPARTMENT CHAIR (ESSENTIAL FOR APPROVAL)**

The Department Chair must attach a statement on **department letterhead** evaluating and approving applications coming from the department. **Approval of Research Project rests with the Department Chair.**

#### **WHEN APPLICABLE, ITEMS 7, 8, AND 9 MUST BE COMPLETED**

#### **ITEM 7. DETAILED RESEARCH BUDGET**

The detailed budget should include each item or service required and its estimated cost with the total amount not to exceed \$250.00. Budget items labeled "miscellaneous" will not be funded.

#### **ITEM 8. SUMMER STUDENT ASSISTANCE**

Student assistance for summer research will be based on student time invested in the project and need for assistance to be able to participate in URCE. Details concerning assistance are available from the Office of Undergraduate Research and Creative Endeavors. *Available only as funding allows.*

#### **ITEM 9. HASRC APPROVAL**

Applications for projects using human or animal subjects must be submitted at least **4 weeks** prior to the URCE application deadline and must be approved by the Human and Animal Subjects Research Committee prior to submission to URCE. Contact the Chair of HASRC at [burlingi@montevallo.edu](mailto:burlingi@montevallo.edu) if you have questions.

HASRC forms and guidelines are available in the Office of Undergraduate Research and Creative Endeavors in Farmer Hall (Second Floor).

**Submit completed form to [paynet@montevallo.edu](mailto:paynet@montevallo.edu) or the Office of Undergraduate Research and Creative Endeavors in Farmer Hall by 5 pm on the day due.**