



UROP Grants Checklist

Before you submit your proposal be sure that all items listed are included and that all requirements are met.

IUPUI UROP Academic Year Research Project Grants

- All eligibility requirements are met.
 - You have written your proposal, but you have received guidance from your faculty mentor.
 - You have not held more than one IUPUI UROP grant (with the exception of one renewal) previously nor have exceeded your dollar limit (\$1,000 or \$2,000 with a renewal).
 - You will arrange to register for a formal research credit for each semester you hold a grant, excluding summer.
- Proposal Cover Page is complete
- Risk management check-offs indicate required compliance approvals. Approvals are obtained by the faculty mentor. Financial disclosure with respect to any existing conflict of interest is made (consult faculty mentor). (All university policies with respect to research must be followed. Thus, students must provide the usual risk management assurances where appropriate (animal use, radiation safety, human subjects, DNA protocols) in accordance with university policies. No funds are released without risk management assurances, where STET. **UROP requires that research involving human subjects be approved through the IRB.** Further information on risk-management is available from the IUPUI Office of Research and Sponsored Programs at <http://www.iupui.edu/~resgrad/spon/rescomcontent2.htm>
- The cover page and the budget page are both signed** by student and by faculty mentor
- Proposal abstract precedes the narrative and does not exceed 300 words.
- Narrative is attached. It does not exceed three single-spaced typed pages and includes:
 - a clear statement of the problem or project objective
 - the significance of the problem
 - the research or project plan (this needs to could include a time line)
 - special conditions with respect to equipment, data collection, supplies, etc.
- References are properly cited and properly indexed in the literature references section.
- Timeline for completion of project milestones, e.g., month by month.
- A completed budget page in which all items are allowed by UROP rules. The total budget does not exceed \$1,000.
- No computers are included in the budget. Ancillary equipment such as a zip drive is allowed.
- The budget page is complete.
- A budget explanation page is included and shows any previous or concurrent research awards and/or stipends.
- A letter of recommendation from the faculty mentor is included.
- The faculty mentor has described the degree of independence of the student with respect to the research project.



Proposal Cover Page

Fill in all the blanks. (Type) This PDF form may be typed on the computer (select the hand tool), printed and signed. Print your form before closing the form. Save your work under a new unique name before you email it. You may send forms by email to crstaff@iupui.edu. Proposals will not be processed without signatures of both the student and a faculty mentor. Hard copy should follow email submissions. Original signatures are required on this cover page and on the budget page.

For Research Project grants you must include a narrative no longer than three typed single-spaced pages. This document should include the project title, student's name, mentor's name, the purpose of the project, relevant background material, and a description of the work to be done (a research or project plan).

Section A

Full Name: _____

IUPUI Student ID Number: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ Country: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone: (____) _____ Email Address: _____

Faculty Mentor for this project: _____

Faculty Mentor Email: _____ Telephone: (____) _____ Campus Address: _____

Department / Division or School of Faculty Mentor: _____

Department / Division or School of Student: _____

Student's Major: _____ How many credit hours completed? _____

Expected college graduation date: _____

For which research course will you register? Check/Specify

H399 Other (specify Department and Course Number): _____

If you work for Indiana University (or IUPUI), what Department/School? _____

Section B

Project Title: _____

Duration of this project (enter dates): _____ (Projects may last up to two years or until graduation, whichever is sooner)

Total Amount Requested: Materials Budget: _____ Stipend requested: _____

Section C

Undergraduate Research Project Funds previously received? Yes No

If yes, state source: _____

Section D

All university policies with respect to research must be followed, whether this is strictly a research project grant or involves travel for research purposes. Thus students must provide the usual risk management assurances where appropriate (animal use, radiation safety, DNA human subjects protocols) in accordance with university policies. No funds are released without risk-management assurances

where needed. **UROP requires that research involving human subjects be approved through the IRB.** Further information on **risk management** is available from the IUPUI Office of Research and Sponsored Programs at http://researchadmin.iu.edu/HumanSubjects/IUPUI/hs_home.html

This research study will involve the use of (check all that apply):

- Animals IACUC Study #: _____ Approval Date: _____
- Humans IRB Study #: _____ Approval Date: _____
- r-DNA IBC Study #: _____ Approval Date: _____
- Human Pathogens, Blood, Fluids, or Tissues ~ Identify: _____

Section E

Conflict of Interest and Financial Disclosure - All individuals responsible for the design, conduct, or reporting associated with such research, including students, must make the necessary disclosures under the University's conflict-of-interest policy. **On this form the signature of faculty and student below indicates compliance with Indiana University's conflict of interest policy.**

Section F

I (THE STUDENT) CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE. IF MY APPLICATION IS APPROVED, I AGREE TO ABIDE BY THE POLICIES, RULES AND REGULATIONS OF THE IUPUI UNDERGRADUATE RESEARCH PROGRAM.

Applicant Signature: _____ Date: _____

Print Applicant Name: _____ Date: _____

I (THE FACULTY MENTOR) CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE. IF THIS APPLICATION IS APPROVED, I AGREE TO ABIDE BY THE POLICIES, RULES AND REGULATIONS OF THE IUPUI UNDERGRADUATE RESEARCH OPPORTINIES PROGRAM AND AGREE TO MENTOR THE ABOVE STUDENT.

Faculty Mentor Signature: _____ Date: _____

Print Faculty Mentor Name: _____ Date: _____



Undergraduate Research Opportunity Program

Budget for Research Project Grant

Fill out this form and the Budget Explanation form if you are applying for funds for a Research Project Grant.

If the project duration is more than one year, fill out this page for each year and a Summary Budget.

Project starts approximately when (date)?

Total Project Duration: _____ through _____

Student Name: _____

IUPUI Student ID#: _____

Faculty Mentor's Name: _____

Faculty Mentor's Department/Division: _____ Student's Department/Division: _____

Are you currently employed by IU or by IUPUI? Yes No .

BUDGET

(Round up all amounts to the nearest dollar.)

	Amount Requested	Program Use Only
1. Amount of Stipend (if any)		
2. Supplies (if any)		
3. Permanent Equipment (if any. This includes any equipment that will last longer than three years, regardless of cost, but may not include computers.) List each piece and its cost below.		
Total Equipment		
4. Other Expenses (List and give costs)		
Total Other		
TOTAL REQUEST		

Required Signatures

Applicant Signature: _____ Date: _____

Faculty Mentor Signature: _____ Date: _____



IUPUI Undergraduate Research Opportunity Program

Budget Explanation

Student Name:

Faculty Mentor's Name:

(Attach additional sheets if necessary.)

For items 1 - 2 below, list NONE if no awards have been received or are held. Fill in all the blanks.

1. List awards (amounts, purpose, and program sources) received prior to this award period for research purposes. Attach additional sheets if necessary.

2. List awards (amounts, purpose, and program sources) concurrent with this award. Attach additional sheets if necessary.

For items 1-4 in the Budget describe the purpose for or otherwise explain the expense.

1. Stipend

2. Supplies

3. Permanent Equipment

4. Other Expenses

For questions regarding this form, contact Elizabeth Rubens, Director of Student Research Programs, University Library, Center for Research and Learning, UL 1140, 755 West Michigan Street, Indianapolis, Indiana 46202, telephone: (317) 274-4590, Fax: (317) 278-3602. Email erubens@iupui.edu. Forms should be submitted to crlstaff@iupui.edu.