Undergraduate Research
Endowed Grant Application Spring 2024

*All funds must be spent in the academic year of the award (June 2024-May 2025)*

All application materials must be submitted by March 8 in PDF format. Click [here](https://www.elon.edu/u/academics/undergraduate-research/endowed-grants/) to get a link to the endowed grant webpage where you can find the link to submit your materials.

* Please submit your application in one complete file (Department\_Student name\_Mentor name\_grant\_year like PSY\_Basquin\_Smith\_Rawls\_2024-2025).

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| *NOTE:* Applicants must have a minimum GPA of 3.2 overall and 3.2 in their major (or the discipline in which the research is being conducted). The student must register for at least one credit of 4998/4999 Research in two semesters (of Fall, Winter, Spring). Successful applicants typically will have completed already some initial research activities, usually (but not necessarily) through prior 4998/4999 credits. The award may be applied to tuition in cases of demonstrated high unmet financial need. |

**Application Content**:The application must address the following:

A. **Cover sheet** with personal information (see pages three and four of this document)
B. **Description of the overall project** (written by student and mentor). The description should include:

1. A research question or line of inquiry with research goal(s) clearly articulated

Parts 1-3 not to exceed 5 double-spaced pages

1. The rationale for researching the question, *written for individuals outside the discipline*, clearly explaining the importance of the work within the discipline
2. A description of the planned methodology or process
3. References to relevant scholarly work, using citation methods appropriate for your discipline

For honors students who are post-proposal, successful Lumen Prize recipients, ECF students who have completed the junior seminar, and/or students who have had successful endowed grant or SURE applications in the past, please **attach** a copy of your proposal/ application/paper at the end of your application. If you have received multiple types of funding, then attach your most recent or your most relevant. Do not complete Part B but instead complete Part C. Your limit for Part C is three pages (double-spaced) plus references.

C. Explanation of **project advancement** since last university funding or project approval. Complete this section if this is your second endowed grant, or you have received other UR funding in the past (SURE, endowed grant), or you have received other university funding or project approval (e.g., honors proposal approved, ECF seminar completed, Lumen prize awarded, etc.). *If you have not received any university funding in the past then state that this is the case here and move on to Part D.*

1. Provide a brief introductory paragraph introducing the research project (max 250 words)
2. Provide a project update, including preliminary data analyses if appropriate.
3. Include a brief description of how the past funding was used (or will be used)
4. Explain how your research has progressed since the last funding/approval you have received.
5. Explain clearly how this new grant will advance your project*.*

D. Description of the **specific responsibilities of the student** (written by the mentor)
E. Description of the **educational benefits for the student** (written by the student)
F. Description of the **planned mentoring relationship** (e.g., planned contacts etc.) (written by the mentor)
G. Description of any **special circumstances** and reason for circumstances (note that endowed grants require students to be registered in 4998/4999 for two semesters out of fall, winter, and spring).

H. **Budget** – provide a projected budget explaining how you plan to use the endowed grant to advance your project (e.g., purchasing of equipment, paying participants, travel to archives or conference).
I. **Biographical sketch of the mentor**, including information specifically oriented to the proposed research. This is typically a summarized vita, *4 pages maximum*, that indicates the mentor’s record of mentoring and expertise in the area of proposed research*.* Junior faculty are not expected to have an extended record of mentoring, but will benefit from evidence of dedication to mentoring undergraduate research.
J. **Student transcript** and **GPA** (an unofficial copy from OnTrack will suffice). Find your in-major GPA through the degree audit in OnTrack and include it on the form below where it asks for GPA.

K. **Attached honors proposal/successful Lumen Prize application/ECF junior seminar paper/successful endowed grant application/successful SURE grant application** (if applicable)

**Note on Student Responsibilities**: It is expected that the faculty mentor and student will collaborate on writing part B and C (description of the overall project). However, section E (educational benefits to student) must demonstrate that the student understands the nature of the project and their responsibilities.

**Collaborative projects**: Endowed Grants are for individual research projects. While some projects may have collaborative characteristics (e.g., joint data collection), students’ individual projects must be able to stand on their own. Student applications must be unique and individually developed with the faculty mentor.

**If you are awarded funding**: You will be expected to seek reimbursement through the UR office (reimbursement forms are available on our website and in Powell 108). Please submit receipts for reimbursement by the dates noted in your award letter.

* The fiscal year runs June 1-May 31 and all funds must be used within the 2024-2025 **fiscal year**. Thus, endowed grants do not carry over into the next academic/fiscal year. Any funds that are not spent will not be accessible after the academic/fiscal year closes.
* If you wish to use the funds for **conference travel**, note that all expenses are charged to the month when travel ends, whether tickets, conference registration etc. were purchased ahead of time or not.
* Items **purchased** with endowed grant funding are the property of Elon University.
* We do not pay students or Elon faculty for their labor (e.g., transcription, inter-rater reliability) but we do reimburse for gift cards for participants and professional transcription like rev.com.
* Barring extenuating circumstances, students who receive research funding from the program are expected to submit to present at the Spring Undergraduate Research Forum (**SURF**) in the academic year the award is given or the following academic year.

***REMOVE ALL OF THE ABOVE PAGES AND ONLY INCLUDE PROPOSAL COVER SHEET + SIGNATURES IN YOUR APPLICATION.***

**Endowed Grant Application Cover Sheet**

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| --- | --- |
| **Student Name:** | Click here to enter text. |
| * Student Campus Box:
 | Click here to enter text. |
| * Student Local Phone:
 | Click here to enter text. |
| * Student’s Major(s):
 | Click here to enter text. |
| * Student’s Current Year in School
 | First year |  |
| Second year (sophomore) |  |
| Third year (junior) |  |
| Fourth year (senior) |  |
| * GPA
 | Overall |  |
| In Major(s) |  |
| * Student’s Elon ID:
 | Click here to enter text. |
| * Student email address (include @elon.edu):
 | Click here to enter text. |
| * Does the application include student and/or mentor travel away from campus? If yes, explain.
 |  |
| **Primary Faculty Mentor:** | Click here to enter text. |
| * Primary Mentor’s Department:
 | Click here to enter text. |
| * Primary Mentor’s Email:
 | Click here to enter text. |
| **Secondary Faculty Mentor:** | Click here to enter text. |
| * Secondary Mentor’s Department:
 | Click here to enter text. |
| * Secondary Mentor’s Email:
 | Click here to enter text. |
| **Project Title:** |  |
| **Endowed Grant:**Please indicate which grant you are applying for (indicate most desired grant first by writing 1 next to it, followed by a second grant if applicable, by writing a 2 next to it) | **Grant Name** | **Ranking (1 or 2)** |
| Glen Raven |  |
| Rawls |  |
| Watts |  |
| J. Nathan Grant |  |
| Sinclair |  |
| Wise |  |
| Sustainability |  |
| Student fellow/scholar status (note that this information is only for our records and assessment). Put an X in the right column for all that apply. Leave blank if none apply. | **Type of Fellow** |
| Elon College Fellow |  |
| Honors Fellow |  |
| Teaching Fellow |  |
| Business Fellow |  |
| Communications Fellow |  |
| Lumen Scholar |  |
| Multifaith Scholar |  |
| Other Fellow (explain) |  |
| Currently Enrolled in (put an X in the right column) | **Course Enrollment** |
| 4999 |  |
| 4998 |  |
| Neither 4999/4998 (explain) |  |
| If the proposed work is an extension of previous work, indicate university support received in the past. Put an X in the right column for all that apply. Leave blank if none apply. | **Type of Past Funding** |
| Grant-in-Aid (UR office) |  |
| Travel Grant individua. (UR office) |  |
| Travel Grant group (UR office) |  |
| SURE |  |
| Endowed Grant (Watts, Wise, Glen Raven, Rawls, Sinclair) |  |
| Sustainability Grant |  |
| Honors funds used for research |  |
| ECF funds used for research |  |
| Lumen funds used for research |  |
| Leadership Prize |  |
| Multi Faith Scholar |  |
| Other funds used for research (explain) |  |
| The student has presented or plans to present at (put an X in the right column for all that apply) | **Type of Conference** |
| NCUR |  |
| Professional Conference |  |
| Other undergraduate conference |  |
| * If other than NCUR, please type the full name of the conference(s)
 | Click here to enter text. |

**Student Signature**

I understand that incomplete applications, or those that do not follow the specified application instructions, will influence the type of evaluative feedback received from the selection committee and may not be considered by the selection committee. *If I am selected to receive an Endowed Research grant, I understand that the Undergraduate Research Program may use my application as an example for future applicants (with transcript and other identifying information removed)*.

Applicant’s Electronic Signature: Click here to enter text. Date: Click here to enter a date.

**Faculty Signature(s)**

My electronic signature below indicates that I support the student and have read and approve of the project description. *If the student is selected to receive an Endowed Research grant, I understand that the Undergraduate Research Program may use this application as an example for future applicants (with transcript and other identifying information removed)*.

Primary Faculty Mentor’s Electronic Signature: Click here to enter text. Date: Click here to enter a date.

Secondary Faculty Mentor’s Electronic Signature: Click here to enter text. Date: Click here to enter a date.

**Faculty mentor or student should submit the completed application electronically in one pdf file. Please use this format to name the file: Department\_Student name\_Mentor name\_grant applying for\_ year (e.g., PSY\_Basquin\_Smith\_Rawls\_2024-2025)**