

OUR Project Award Application

OUR Project Award Requirements and Guidelines

Welcome to the OUR Project Award Program Application

Project funding is available to support undergraduate students conducting research or creative activities and to foster research partnerships between faculty and UWF's most promising students. At the recommendation of OUR Faculty Reviewers and with the approval of the OUR Director, funds will be disbursed to support undergraduate student projects.

By clicking the box below, you are confirming that you are eligible for submission.

I have read the statement above and certify that I am eligible for submission

Please ensure you have the following material saved as individual pdf files, as you will not be able to save an incomplete application and return at a later time.

1. Budget narrative (1 page minimum; to include expenditure information, price quotes, additional sources of funding, etc. The maximum allowable budget is \$650 for individual awards and \$1,000 for group awards)
2. Faculty mentor recommendation letter
3. Project description (1-2 page narrative, including background information with citations, description of research plan, anticipated outcomes, etc. For group projects, please indicate which student(s) will be responsible for each aspect of the project.)
4. Completed OUR Project Award Letter of Commitment

Part A: Student Information (Individual)

Is this application for a group project or an individual project?

Group

Individual

Please complete the section below (if applying as a group, please designate one student as the first author here - other students will add their information later in the application):

UWF ID	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Cumulative GPA	<input type="text"/>
Anticipated Graduation	<input type="text"/>
Department	<input type="text"/>
College	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

The OUR Scholars Program aims to aid students in areas of professional development and communication skills. If selected, students will have the opportunity for an additional \$100 for research supplies and materials. The maximum allowable estimated budget is \$750 (\$1,100 for group projects).

OUR Scholars must meet all OUR Project Award program requirements in addition to attending five (1 hour) professional development workshops throughout the fall and spring semesters.

Yes, I am interested in the OUR Scholars Program!

No, I am not interested in the OUR Scholars Program.

If this is a group project application, please upload a PDF file with each student's name, ID number, cumulative GPA, department, college, phone, and email.

Choose File No file chosen

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Please list interested group members here:

Part B: Project Information

Project Information (please expand any acronyms)

Project title

Duration of Project

Course number & name (related to project)

Total Budget Requested

Please upload the **Project Description**.

The Project Description should be a 1-2 page narrative, include your project's objective, the scientific or creative methods to be employed, and the significance of your work to the field of knowledge in general, including background information with citations where appropriate. For group projects, please indicate which student(s) will be responsible for each aspect of the project. Please remember that faculty reviewers of your proposal may be outside your department and so acronyms and abbreviations should be defined or avoided.

No file chosen

Part C: Budget

The following questions are directly related to the budget of your proposal. You are **not** required to have expenditures in each section, however you are required to place a dollar value in each cell (enter 0.00 for non-applicable expenditures). If you have expenditures in the "Other Expenses" section, you **MUST** add those in your Budget Narrative, which will be uploaded in the next step of this application.

The cost of poster printing (for a 4'X3' poster) is approximately \$42 at the UWF Printing Center, and can be included in your budget. If you have an alternative source of funding your poster printing, please enter 0.00 in the "Printing Services" cell.

The maximum total project budget allowed is \$650 for an individual project award (\$750 if you indicated you would like to be considered for the OUR Scholars Program) and \$1,000 for a group project award (\$1,100 if one or more members of your group indicated s/he would like to be considered for the OUR Scholars Program).

Please note that final approval of your award budget is subject to the discretion of the OUR Director.

Please complete as accurately as possible:

UWF Printing Services	<input type="text" value="\$42.00"/>
Equipment/materials	<input type="text" value="\$0.00"/>
Other Expenses	<input type="text" value="\$0.00"/>

Please upload your **Budget Narrative** (1 page minimum). This Narrative should include all costs associated with your proposed project, including price quotes for equipment/supplies, as well as any other sources of funding the project. Your budget narrative should also include a written description of expenditures; for example, "AlphaWolf Squadron Laser cost of \$300 will be used in XYZ manner."

No file chosen

I certify that the expenses for the project are accurate and that all forms/requirements will be completed and submitted by June 12, 2016.

I confirm

Part D: Faculty Mentor Information

Please complete the information below regarding FACULTY MENTOR

First Name	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>
College	<input type="text"/>
Email	<input type="text"/>

Please upload the recommendation letter from your faculty mentor. Letters should

comment on the student's ability to carry out the proposed project, how this project relates to the faculty mentor's own research or scholarly and creative activities, and the potential impact on the student's educational development and future goals.

No file chosen

Please upload your signed OUR Project Award Letter of Commitment

No file chosen

Office of Undergraduate Research | our@uwf.edu | University of West Florida | 2016

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