



Materials, Supplies, & Travel Grants for Undergraduate Research SPRING and SUMMER 2008

Background

Support of undergraduate research is a key element of Georgia Tech's Quality Enhancement Plan (QEP) and one of the key objectives of the Undergraduate Research Opportunities Program (UROP). Funding to assist faculty in providing adequate materials and supplies and travel expenses for use with undergraduate researchers is an important element to any diversified plan of support.

Program & Funding

Faculty members who will be mentoring undergraduate researchers during the Spring and/or Summer of 2008 are eligible to apply for materials and supplies or travel funding to support undergraduates working on research projects under their mentorship.

Up to \$1,500 can be requested from each faculty member. Materials and supplies must be directly related to a research project being performed by an undergraduate student or multiple undergraduate students. Cost sharing for more expensive items is strongly suggested and should be discussed in the proposal. Faculty can also apply for travel expenses for a student whose work *requires* being off-campus to pursue effectively. (This does not include support for students presenting papers/posters at conferences which is covered under the President's Undergraduate Research Award (PURA). It also does not cover travel expenses for students on study or work abroad.) Priority will be given to faculty and students working on projects which do not have other sources of funding. Priority will also be given to projects which involve students who have already signified to the UROP office that they are pursuing the Research Option.

Application Procedure & Dates

Submit a 1 to 2 page request for *up to* \$1,500 in funding. The request must include the following information:

- 1) Short description of the research project and names of student(s) being mentored
- 2) Specific proposed use of the funding requested (i.e., itemized list of materials and supplies or services with estimated costs, description of travel and estimated costs)
- 3) Additional information on *why the request is key* to the success of the research or how it would enhance the undergraduate researcher's experience
- 4) Indicate whether or not there is already financial support for this project from other sources and what level of support is already in place. Briefly describe the need for additional funds and how this request ties into the other funding.

Deadlines:

For grants that span both Spring and Summer projects, apply by March 5, 2008. For grants for work in Summer 2008, apply by March 31, 2008. Applications should be emailed to Dr. Karen Harwell, Director, Undergraduate Research, at karen.harwell@carnegie.gatech.edu. Questions? Call Karen at 404-385-7325.

Notifications & Rules:

Applicants will be notified around March 12 for Spring Awards and around April 9 for Summer Awards.

Funds will be transferred to the faculty member's school for use during either the April or May budget amendment. **Funds *must* be expended (and cleared) via P-card or encumbered via approved purchase order per year-end closeout rules. To be safe, awardees should spend their funds by June 20th.** Applicants should follow all institute regulations on purchases and travel made by state funds when preparing their proposals and subsequently using any funds. Year-end closeout rules should also be followed *carefully*.

Reports:

A short final report will be required by the faculty (and students) to be due at the end of the semester.