

GUIDELINES FOR SUBMISSION OF
UNDERGRADUATE RESEARCH AND CREATIVE ENDEAVORS
RESEARCH SUPPLIES AWARD

These guidelines are designed to assist undergraduate students at Eastern Kentucky University Who will be conducting their own research with the goal of showcasing their research at a local, state, or national level and have encountered financial obstacles in beginning this research.

1. Review Committee

- a. The Undergraduate Research and Creative Endeavors Committee shall be responsible for reviewing applications for Student Research Supplies Reimbursement Award administered by the Undergraduate Research and Creative Endeavors division.
- b. The composition of the committee and the procedures for the election, appointment, and replacement of its members are based on those appointed by the URCE Coordinator.
- c. A committee member shall recuse himself/herself when an application for Undergraduate Research and Creative Endeavors Student Research Supplies Reimbursement Award has been submitted by her/his mentored student, or her/his immediate family member.

2. Application Process for obtaining the Student Research Supplies Reimbursement Award

- a. Work with a mentor to layout the ground work and get a research project based on your scholarly work started.
- b. Submit the application describing your intended research project and include a letter of support from your mentor.
- c. Submitted applications will be reviewed and up to ten (10) candidates per year will be chosen. Applicants will be notified of the decision soon after the deadline.
- d. Once approved, the student's faculty mentor should purchase the supplies, charging those supplies to her/his Departmental Pro Card.
- e. The faculty mentor should then email the receipt or invoice from the purchase to the URCE Director.
- f. The URCE Director will submit an Expense Account Transfer to the Accounting Office to reimburse the amount.

3. Application Requirements (click here to access the application)

- a. All full-time and part-time undergraduate students are welcome to apply for the Undergraduate Research and Creative Endeavors Student Research Supplies Reimbursement Award.
- b. Subject to availability of funds, awards will normally be made ten times each academic year in the amount of \$100 for each award, five awards in the fall semester and five awards in the spring semester.
- c. Proposals may be submitted at any time, but to ensure consideration for fall awards, proposals must be submitted by November 1st. To ensure consideration for spring awards, proposals must be submitted by February 15.

- d. Undergraduate Research and Creative Endeavors Student Research Supplies Reimbursement Award Proposals must be submitted to the Undergraduate Research and Creative Endeavors coordinator, using the application form (see below for the link).
- e. For an application to be considered, all information required in the application form must be provided.
- f. It is expected that proposals will be reviewed and supported by the student's mentor. Proposals not supported by the student's mentor may still be considered, depending on the circumstances. Mentors must provide a written statement in support of the student's project.
- g. Proposals must state purpose, estimated amount, and supplies needed for the requested funding and have all documentation attached to the form.
- h. Undergraduate Research and Creative Endeavors Student Research Supplies Reimbursement Award funds must be used in the fiscal year (July 1 to June 30) in which the award is made. Requests for reimbursements should be submitted as soon as the activity is completed.
- i. Students with activities occurring after July 1 but before awards are made for the new fiscal year may apply for Undergraduate Research and Creative Endeavors Student Research Supplies Reimbursement Award in the fall semester.
- j. In normal circumstances, each student may receive only one retroactively per year.

4. Changes in Guidelines

- a. Proposed changes in the guidelines may be submitted to the Coordinator of URCE.
- b. Proposed changes in the guidelines must be approved by the Undergraduate Research and Creative Endeavors Committee prior to the beginning of the academic year in which they are to take effect.

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