Department of Biology Grant Application

**Undergraduate Research Award**

**Introduction**

Undergraduate research students mentored by faculty/staff within the University of Nebraska Kearney Biology Department may apply for research funds up to $500 to conduct an undergraduate research project with a faculty mentor in the Biology department. Awards will be competitive and applications will be considered and awarded by the Biology Department Undergraduate Research Committee.

* Students must also co-apply for research funding through the University of Nebraska Kearney Undergraduate Research Council
* Students may only receive a single research award
* Applications will be accepted at any time. A maximum of 10 research awards will be awarded during the academic year (5 in Fall, 5 in Spring/Summer)
* The Biology Department Undergraduate Research Committee will consider applications on a first come first serve basis until November 1st each Fall, and April 1st each Spring, where only **one student per research advisor** can be funded. Following each of these deadlines (Fall and Spring), the committee will consider additional applications for students from the same research advisor.
* Students conducting undergraduate research associated with their Biol 420 coursework will be given priority for funding.
* Applications must include the **Cover Sheet, Abstract, Project description, Itemized Budget Section with Budget Narrative (including matching funds from other funding sources), and a Faculty Mentor Statement**. Students must provide documentation for research expenses for reimbursement, up to the amount awarded. Some items must be ordered by the Biology Department Office Associate, faculty mentors will be responsible for alerting students of relevant purchases.
* Please submit completed applications to the chair of the Biology Undergraduate Research Committee either hard copy or electronic applications submitted by your research advisor are acceptable (Dr. Letitia Reichart, reichartlm@unk.edu)

**Department of Biology Grant Application**

**Undergraduate Research Award**

**Cover Sheet**

Student Researcher:

NUID:

E-mail:

Title of Research Project:

Project Start Date:

Project Completion Date:

Faculty Mentor:

Amount requested ($500 maximum):

As faculty mentor I have reviewed this grant application and approve its submission. In addition, this student has applied an Undergraduate Research Council Research Grant.

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 Signature Date

**Abstract:**

**Project Description:**

The Project Description section of the proposal should not exceed **three** double-spaced pages (please number) and must include:

1. Statement of purpose and objectives of research project
2. Methodology and work plan
3. Description of the activities and expected results/product
4. Timetable for completion of the project

**Itemized Budget:**

Include all anticipated expenses directly related to conducting research (e.g., equipment, expendable supplies, and mileage). Awardees must submit itemized receipts for reimbursement or items must be ordered by the Biology Department Office Associate. Mileage is reimbursed at 0.565 cents per mile. Below, include all matching funds that will be used to pay for research expenses. Any equipment or leftover supplies will be the sole property of the UNK Biology Department and will be returned to the faculty mentor upon completion of the research project.

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| --- | --- |
| **Budget Items:** | **Funding Source(s)** |
|  | **URC** | **College** | **Dept.** | **Other\*** | **Line Total** |
| **Equipment** |  |  |  |  |  |
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| **Expendable Supplies** |  |  |  |  |  |
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| **Travel** |  |  |  |  |  |
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| **Column Totals** |  |  |  |  |  |
|  |  |  |  | **Total Cost** |  |

 **\*Specify other funding sources:**

**Budget Narrative:** Please explain how the amount was determined for each budget item (e.g., per diem for meals, mileage). Mileage is reimbursed at 0.25 cents per mile.

 For example:

 Kearney, NE to Lincoln, NE = 258 miles round trip X $0.565 per mile = $145.77

**Faculty Mentor Statement:**

1. Statement indicating how student project relates to on-going work of mentor or whether the student initiated the project.
2. Analysis of viability of project objectives and methodology.
3. Verification of budget – needs and costs.
4. Description of mentor support being provided.
5. Description of student’s background and preparation for project.