



URECA APPLICATION – SCHOLAR

Undergraduate Research Center

MTSU Office of Research

An electronic copy is preferred. The application must be assembled in checklist order and emailed to **Leigh Ann.Gardner@mtsu.edu** before 4:30 p.m. on the submission deadline date. If unable to email, please deliver one copy to ING 014C. If you have questions, talk to your faculty mentor or contact the Undergraduate Research Center at 494-7600, or LeighAnn.Gardner@mtsu.edu.

SCHOLAR APPLICATION CHECKLIST	STUDENT INITIALS
1. Student Information Page	
2. Faculty Mentor Information and Endorsement	
3. Faculty Mentor Letter verifying prior research experience	
4. Budget Sheet	
a. Budget documentation (if applicable)	
5. Project proposal (5 or fewer pages)	
a. Proposal was written by the student	
b. Proposal has references cited (not counted in pages)	
6. Time schedule (one page) – This is not your class schedule. This is a schedule of tasks related to your project	
7. Academic transcript (unofficial from Pipeline - include current semester)	
8. Travel Authorization if travel is being requested	

Signature Statement

By signing below, I (the student) certify that all information provided in the application is accurate and not plagiarized.

Student Signature

Date

URECA SCHOLAR APPLICATION
(to be completed by the student – PLEASE TYPE)

Name:

M #:

Address:

Street

Telephone Number:

City, State, Zip Code

Email Address:

Major:

Minor:

Mentor:

Previous URECA funding:
Semester, year, level:

Classification:

- ☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior

Expected Graduation Date:

Cumulative GPA:

Major GPA:

Project Title:

Project Begin Date:

Project End Date:

Yes

No

I will be a full-time undergraduate student during the project period.
If not, please explain.

URECA SCHOLAR APPLICATION – FACULTY MENTOR

To be completed by the faculty mentor. If you have questions, call Leigh Ann Gardner at (615) 494-7600.

Faculty Mentor Information:

Name:

Rank:

College

Department:

Telephone:

M#:

Email Address:

Is IRB Approval Required? ☐ Yes ☐ No

If yes, has it been secured? ☐ Yes ☐ No

Is Performance License, Royalties, or Copyright Permission Required? ☐ Yes ☐ No

If yes, has it been secured? ☐ Yes ☐ No

Faculty Mentor Endorsement

☐ I agree to mentor this student on this project.

☐ I believe that this student is likely to finish the project and that it is a good use of University money.

☐ I have attached a letter of recommendation explaining why the student is qualified to be considered at the scholar level (see [scholar guidelines](#) on URECA website).

☐ I have emailed / spoken with my department chair to make him/her aware of project and he/she is supportive of the project and my involvement as a faculty mentor.

☐ Yes ☐ No I am requesting \$500 for a completed Gold (two semester) or Platinum (summer) project to recognize the significant time I will spend mentoring the student. Silver (one semester) awards are not eligible for extra compensation.

Mentor Signature

Date

URECA BUDGET
(To be developed in consultation with faculty mentor)

Stipend

There are three levels. Please choose one:

- ☐ **Silver Scholar** (designed for one semester) Hours expected: 100 hours **Stipend: \$1000**
- ☐ **Gold Scholar** (designed for two semesters) Hours expected: 240 hours **Stipend: \$2400**
- ☐ **Platinum Scholar** (designed for full time summer) Hours expected: 350 hours **Stipend: \$3500**

If you are working fewer than 350 in the summer, please calculate the # of hours you will spend on this project

(Maximum 350 hours):

Total hours x \$10.00/hour = Total Stipend: \$

Other Expenses

Many proposals do not warrant other expenses. If your project requires supplies and/or travel funding, departmental support is expected, especially for research that counts toward course credit. If departmental support does not cover all necessary expenses, you may request URECA support below.

SUPPLIES: All requested supply funds must be associated directly with the proposed project and be **clearly and fully documented**. This documentation should include a justification (explanation of why the supplies are necessary) and proof of costs (copy of webpage or catalog page). Awards for supplies are limited to \$300 for Silver level and \$500 for Gold or Platinum level.

Expense Item	Estimated Cost (should include estimated shipping)
Total Other Expenses	

TRAVEL: All requested travel funds must be associated directly with the proposed project and be **clearly and fully documented**. This documentation should include a justification (explanation of why the travel is necessary) and a Travel Authorization form which can be found at <http://www.mtsu.edu/boffice/forms.php#as>. Travel funds are limited to \$400 for domestic travel and \$500 for international travel. Requests for travel to present results should not be included with this application.

Travel Funds Requested Yes

No

If yes, amount requested:

URECA PROPOSAL

(To be completed in collaboration with faculty mentor but written by the student)

Prepare a proposal that does not exceed five pages (typed, 12-point font, double-spaced) excluding figures, tables, and references (or 1400 words if figures are included with text). The specific elements of the proposal will depend on the discipline, but proposals might include the following elements: Introduction, Background, Purpose and Methods. For more detailed information regarding proposal requirements, please refer to the [guidelines](#) on the URECA website.

Please keep in mind that the reviewers of this application are drawn from several disciplines. Your statement should be written in a manner that a layperson can understand.