EXECUTIVE VICE PRESIDENT FOR RESEARCH and INNOVATION  
UNDERGRADUATE RESEARCH SCHOLAR GRANT

Application Instructions

**THIS APPLICATION IS WRITTEN BY THE STUDENT APPLICANT.**

PLEASE READ THESE APPLICATION INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN.

Enclosed is an application form for an Undergraduate Research Scholar Grant (URS). The primary purpose of a URS is to enrich the research, scholarship and creative arts experience of the undergraduate student by involving the student in research collaboration with a faculty mentor. The undergraduate student should write the URS proposal after he or she has identified a faculty member who is interested in serving as a mentor. The student is expected to become intellectually involved in design and execution of the research or creative arts project, not just serve as “another pair of hands” for the mentor. The faculty mentor is expected to make arrangements for the student to receive up to three credit hours of course credit for the project and provide a grade for the work performed by the student. The student will be expected to prepare and present a poster explaining the research at Undergraduate Research Day. The student may request up to $300 (dry lab/creative activity) or $500 (wet lab) for supplies and expenses for conducting the research or creative activity. The budget period of the grant is one year.

Applicants must be presently enrolled full-or part-time undergraduate students at the University of Louisville. All applications should be carefully prepared and neatly typed. On the cover page, provide the information requested and attach a recent official transcript. Page 2 shows the budget period for which funding is awarded. Complete the regulations compliance section. Approval for use of human or animal subjects, or for the use of pathogenic organisms, radiation and radioactive materials, toxic agents, etc., is required only if notified that the proposal is funded. Last, a letter of endorsement from the faculty mentor *must* accompany the application. The endorsement letter should indicate the amount of course credit to be awarded, the learning objectives, how the research will be evaluated, and the course number used to award the credit. The student will be expected to prepare and present a poster, or an equivalent demonstration of the research, on Undergraduate Research Day.

The quality of the student's academic record and the preparedness of the student to conduct the proposed research will be considered in reviewing URS proposals. If the student's record is questionable or the course work completed is not clearly related to the project, the student should provide strong justification and/or evidence of mitigating circumstances that would explain the apparent deficiencies.

**There is no deadline for applications for URS proposals**. They may be submitted at any time and will be reviewed upon receipt. Student applicants must submit a complete application, which consists of Pages 1 and 2, an official transcript, and an endorsement letter from their faculty mentor. **Everything must be submitted to Dr. M. Cynthia Logsdon, in the Office of the Executive Vice President for Research and Innovation, Jouett Hall, Room 202.** If you have questions about the nature of the grant or how the awards are made, please contact [Dr. M. Cynthia Logsdon](mailto:mimia.logsdon@louisville.edu) via e-mail.

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UNDERGRADUATE RESEARCH SCHOLAR GRANT**

Application Instructions

Student Applicant’s Name: Click here to enter text. Dept: Click here to enter text.

Department Telephone: Click here to enter text.

Official Transcript Attached: Click here to enter text.

Project Title: Click here to enter text.

Project Description (Do not exceed the space on this page): Click here to enter text.

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**EXECUTIVE VICE PRESIDENT FOR RESEARCH and INNOVATION  
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Student Applicant’s Name: Click here to enter text.

E-Mail: Click here to enter text.

Faculty Mentor's Name: Click here to enter text.

Faculty Mentor's E-Mail: Click here to enter text.

Home Department: Click here to enter text.

Budget for the one-year period: Click here to enter text.  
  
Supplies and expenses: Click here to enter text.

Click here to enter text.

TOTAL

Budget Justification: Click here to enter text.

**Compliance with regulations:**

| Categories | Yes | No | **Committee** | **Approval No.** | **Approval Date or Status**  **(Submitted, pending)** | **UofL Training**  **Course Required** |
| --- | --- | --- | --- | --- | --- | --- |
| a. Humans as subjects? |  |  | IRB | Click here to enter text. | Click here to enter text. | HIPAA/Human Subjects |
| b. Experimental animals? |  |  | IACUC | Click here to enter text. | Click here to enter text. | RRF Level II Training |
| c. Radioisotopes? |  |  | RSO | Click here to enter text. | Click here to enter text. | Radiation Orientation |
| d. Recombinant DNA? |  |  | IBC | Click here to enter text. | Click here to enter text. |  |
| e. Pathogenic organisms? |  |  | IBC | Click here to enter text. | Click here to enter text. |  |
| f. CDC/USDA select agents? |  |  | IBC | Click here to enter text. | Click here to enter text. |  |
| g. Human blood, tissues, cell lines, OPIM? |  |  | IBC | Click here to enter text. | Click here to enter text. | Bloodborne Pathogens |
| h. Highly toxic, carcinogenic, mutagenic agents? |  |  | DEHS | Click here to enter text. | Click here to enter text. | Lab Safety/Haz Waste |

APPROVAL IS REQUIRED ONLY IF THE PROPOSAL IS FUNDED.

The University must comply with government statutes pertaining to each of these. Women and members of minority groups should be included in any IRIG-supported project involving human subjects, unless a compelling reason is given that inclusion is not appropriate with respect to the health of the subjects or the purpose of the research. The fact is, such clearances, where appropriate, are required of any research conducted within the University, whether funded through the IRIG program or not. Funds will not be awarded until the Office of the Executive Vice President for Research and Innovation receives the approval.

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