

## Guidelines and Instructions for Richards Undergraduate Research Support Grant Application

Currently enrolled Berry College undergraduate students (in good standing) are eligible to apply for up to \$1,500 per year to support research or other scholarly activity where the student is the project lead (as appropriate to the discipline) and will be carrying out the majority of the project's objectives. Funding can be used for the purchase of materials and supplies, equipment, publication costs, and travel expenses for activities related to the project (e.g. conference workshops, skills-training, data collection, etc.). It ***DOES NOT*** cover conference travel for students to present research.

**Application Checklist:** Applicants and their Faculty Mentor must submit all of the following by the due date:

- ✓ Completed Student Application (Pages 1-7)
- ✓ Completed Faculty Letter of Support (Page 8)
- ✓ All applications must be sent **by the faculty mentor** to [undergraduateresearch@berry.edu](mailto:undergraduateresearch@berry.edu) as a PDF document by the due date.

### ***Faculty Letter of Support (located on Page 8 of this document)***

1. The faculty letter of support should be submitted from a full-time teaching faculty member from the discipline/area to be researched.
2. By uploading the application package signed by the student to Teams/SharePoint, the faculty member is acknowledging that they agree with the guidelines put forth in this document and agree to mentor the student on the proposed project.

### ***Other Information***

- ❖ No student will be eligible to receive more than one RUG award each academic year.
- ❖ Students selected for the RUGS must present their work at the Berry Student Scholarship Symposium
- ❖ If applicable, all projects must be in compliance with Berry College's policy on Human Subjects Research and Institutional Animal Care and Use.
- ❖ Equipment or material purchased with scholarship funds is the property of Berry College.
- ❖ Grant funds may not be used for travel to present at conferences. Grant funds for funding to present at a conference should be made through the Student Presentation Travel Fund (SPTF).
- ❖ All funds must be spent and expense vouchers submitted by the project's end date as outlined in the award letter.
- ❖ Students must submit a final report at the end of their project to the Provost's office.
- ❖ The number of grants awarded each year will be dependent on available funding

By signing below, I agree that I have read and understand the above guidelines and will follow them.

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Student Signature

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Date

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Mentor Signature

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Date

## Richards Undergraduate Research Support (RUGS) Grant Application

***Deadlines: Sep 17, Nov 12, Jan 21, Mar 25***

### Student Information

Student Name:	<input type="text"/>	Student ID Number:	<input type="text"/>
Graduation Date (Expected):	<input type="text"/>	Email Address:	<input type="text"/>
Current GPA:	<input type="text"/>	Current Berry GPA (If Different):	<input type="text"/>

### Faculty Mentor Information

Faculty Mentor:	<input type="text"/>	Department:	<input type="text"/>
		Email Address:	<input type="text"/>

### Project Information

Title of Project:	<input type="text"/>	
	Total Amount Requested for the Project (max \$1,500):	<input type="text"/> \$

### Abstract:

Provide a brief, field-specific, structured abstract of the research project or creative endeavor. Work with your mentor to develop an abstract that reflects the specific language common to your field.  
(Max 1200 characters):

**Project Description:**  
**(1) Introduction**

1a. Describe the background/significance of the project. Include relevant citations as needed.

1b. What are the project objectives?

1c. How does the proposed work make an original intellectual or creative contribution to the discipline? Include relevant citations that place your project in context.

**(2) Methods**

2a. Describe the research methods.

2b. Describe the timeline for the project. Keep in mind you have one year to spend the awarded funds.

**(3) Anticipated Outcomes**

3a. Briefly describe the anticipated outcomes of your proposed research.

3b. State how you plan to disseminate your work.

**OUR Grant History:**

(1) If this project requires research clearance, has it been obtained?

☐ IRB (Human Subjects Research) – Protocol Number: \_\_\_\_\_

☐ IACUC (Vertebrate Animal Research) – Protocol Number: \_\_\_\_\_

☐ ELM (Education Land Management) – Approval Number: \_\_\_\_\_

☐ No; appropriate forms have been submitted

(2) Have you received any other funding? If yes, please check which one you received.

☐ Kirbo Scholar Award Grant

☐ Richards Undergraduate Research Support

☐ Synovus Sophomore Award

☐ Student Research and Development Funds

☐ Richard Science Scholar Grant

**Budget and Justification:**

Fill complete the following table and provide a short, written justification for each item included in the budget. Please keep in mind you have one year to spend the awarded funds. Funds are for the research project only and CANNOT be used for conference travel unless the conference is necessary to execute the proposed research plan (e.g. workshops, training, data collection, etc.)

In addition, attach copies of documentation used to construct your budget to this application (screenshots are acceptable). Grants submitted without budgetary documentation will not be considered.

**Itemized Budget (Use Whole Dollars Only)**

Item	Cost
<b>Materials and Supplies (Itemize)</b>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Subtotal Materials and Supplies:</b>	\$

**Materials and Supplies Justification:**

<b>Registration Fees (please describe)</b>	
	\$
	\$
<b>Subtotal Registration Fees:</b>	\$

**Registration Fees Justification:**

Equipment (Itemize)	
	\$
	\$
	\$
	\$
<b>Subtotal Equipment:</b>	\$

**Equipment Justification:**

Other (Itemize)	
	\$
	\$
	\$
	\$
<b>Subtotal Other:</b>	\$

**Other Expenses Justification:**

Travel to Execute Research*	
Transportation (airfare, mileage, etc.)	\$
Lodging:                      nights at                      per night	\$
Meals:                      days at                      per day	\$
<b>Subtotal Travel:</b>	\$

**\*CANNOT be used for conference travel where students are presenting**

**Travel Justification:**

<b>TOTAL PROJECT COST:</b>	\$
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Please address the following questions in support of your RUGS applicant:

- Please send your application, resume, and faculty letter of support by 5pm on the due date to [undergraduateresearch@berry.edu](mailto:undergraduateresearch@berry.edu).