

Undergraduate Research Support Program

The Undergraduate Research Support Office <http://www.aas.duke.edu/trinity/research/>
Trinity College of Arts & Sciences
Duke University

URS, the Undergraduate Research Support Program, was established in the 1970's to encourage involvement of Duke undergraduates in research and original scholarship with faculty. Approximately 50 awards are made each fall and spring semester to students engaged in research with full-time faculty in any of the schools of the University. All Duke undergraduates in residence in Durham or Beaufort are eligible to apply. Awards of up to \$350 are made as assistantships or grants (see below). An individual student is eligible to receive one URS award in a single semester, and faculty are eligible to sponsor one or two URS recipients each semester. Applicants should ensure that their research sponsors receive a copy of this program information.

URS Assistantships provide limited salary to students whose research is separate from a course or course credit. The hourly wage may not exceed \$9.00, and a maximum of \$350 / semester may be requested. Additional research time is encouraged, but must be on a volunteer basis or compensated by the faculty sponsor from other sources. The assistantship may serve as the base salary for a work/study position when that position involves research.

URS Grants are provided to help defray research expenses of up to \$350 for students enrolled in faculty-supervised independent study courses. A grant makes funds available to purchase approved supplies and equipment (which become the property of the University) for the research project. When strongly recommended by a student's faculty research advisor, the URS Program will consider supporting a student's travel to use a unique resource collection within the continental United States. Grants may not be used to buy personal books or personal items or to pay salaries of assistants. Again, students eligible to apply for URS grants are those whose research is part of a concurrent independent study course.

URS Travel Grants may be awarded to students who have conducted research at Duke, and who have the opportunity to present their research results at a national or regional meeting of a professional organization. Copies of the registration information, abstract and invitation to attend the meeting must be submitted with the URS application form.

Completed applications will be evaluated on a rolling basis each Monday beginning the first Monday following the end of the drop/add period. Past experience suggests that students should submit applications within the first four weeks of the semester to ensure consideration before program funds are fully committed. Applications will not be accepted after the mid-semester break. Notification of awards will be mailed to students and faculty sponsors within two weeks of submission.

Reporting requirements.

All students receiving URS grants during Academic Year 2007-2008 must present their work at the 2008 spring semester Undergraduate Research Days known as Visible Thinking. This presentation takes the place of a written report. Students receiving URS assistantships may present at Visible Thinking or may submit a brief written report to the URS Office at the end of the semester. Note that every student is required to have presented or submitted a report of previous URS-supported research before applying for new or renewed funding. Visible Thinking Web site: <http://www.aas.duke.edu/trinity/research/vt/>

Deadline for Expenditures:

Funding for both assistantships and grants is allocated through the final day of classes for the semester in which the award is made; unused salary or grant funds may not be spent in a subsequent semester.

Criteria used in evaluating applications are:

- 1. Clarity and completeness of the application; students write a short research proposal describing the nature of and rationale for the work they will be doing and, for grants, must include an itemized budget for proposed expenses.**
- 2. Research projects in the creative arts. The URS Program welcomes requests for support for undergraduate research in all disciplines. Many projects in the natural and social sciences are easily characterized as research activities; they begin with a statement of a problem or question which can be addressed through well-defined methods known to other investigators in the discipline. Projects in the creative arts may not be as readily identified as research, but they are eligible for support through the URS Program when they are set within a wider disciplinary context and are based on scholarly inquiry as well as focused personal expression.**
- 3. Support by the faculty sponsor as indicated in a required brief statement on the reverse of, or attached to, the application form. The sponsor should also confirm the student's anticipated work schedule or the supply/equipment budget.**
- 4. Adherence to stated guidelines for proposal preparation including statement of support by faculty sponsor. Incomplete applications cannot be evaluated.**
- 5. Calendar. Applications will be reviewed starting on the first Monday following the end of Drop/Add and each Monday thereafter until all funds have been allocated. Applications will not be accepted after mid-semester break. [Top of page]**

Undergraduate Research Support Office, 011 Allen Building, 684-6536

UNDERGRADUATE RESEARCH SUPPORT APPLICATION

Please refer to the attached URS guidelines, and be neat and thorough when preparing the application. Incomplete applications will not be evaluated. PLEASE PRINT NEATLY OR TYPE.

Student Name _____ E-mail _____@duke.edu

Duke Mailing Address _____

Local Telephone _____ Graduation Date _____ Major _____

Type of Support Requested (check one): <input type="checkbox"/> URS Grant (independent study supplies/equipment/travel to do research) Independent Study Course Number _____ <input type="checkbox"/> URS Assistantship (salary) <input type="checkbox"/> URS Travel Grant to present research paper give Independent Study Course Number _____	Period of Support: (check semester and year) <input type="checkbox"/> Fall semester <input type="checkbox"/> 2007 <input type="checkbox"/> Spring semester <input type="checkbox"/> 2008 Summer Funding is not available <input type="checkbox"/> Summer (Travel only)
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I received a URS award in 2006-2007. Yes No .

If yes, how did you satisfy the requirement to report results to the URS Office?
(See <http://www.aas.duke.edu/trinity/urs/> for reporting requirements):

Visible Thinking or _____

Title of Project: _____

PROPOSAL AND BUDGET:

Please attach a description of your proposed research project or plan for which support is being requested. Independent study grants must indicate the cost of equipment and supplies that will be purchased, and how they will be used.

Total Amount of Request (\$350 maximum): _____

If I receive a URS award in the fall or spring this year (2007-2008), I agree to present my project and results at this year's April Undergraduate Research Days known as Visible Thinking (grant recipients) or in another format (assistantship recipients).

Student Signature _____

Faculty Sponsor _____	Department _____
E-mail address _____	Duke Mail Box Address _____
Signature of Sponsor** _____	Telephone _____

****Faculty sponsor must provide a brief statement of support for the proposed research and for the proposed budget on the reverse of, or attached, to this application form. A faculty member may sponsor up to two students each semester.**

HAND DELIVER COMPLETED APPLICATION TO:
Undergraduate Research Support Office mailbox, 011 Allen Building, 684-6536

Please note calendar for submission and review on the URS information sheet [<http://www.aas.duke.edu/trinity/urs/>]