

## Office of Vice Provost for Research and Graduate Studies

### Undergraduate Research Assistantship Fund

Providing research experiences for undergraduate students improves the quality of undergraduate education, fosters mentoring of undergraduate students by talented faculty researchers, and contributes to retention.

To support undergraduate research, the Office of the Vice Provost for Research and Graduate Studies is providing the Undergraduate Research Assistantship (URA) Fund. The goal of this fund is to increase the number of undergraduates participating in research and increase the number of faculty that mentor undergraduate research. This fund has been made available through a partnership between the Provost's Office and the Office of the Vice Provost for Research and Graduate Studies (RGS). It will provide half the funding (maximum amount \$1,250) for KU faculty members to employ undergraduate research assistants.

**Eligibility:** All tenure track and tenured faculty are eligible to participate.

**Amount of URA Award:** The maximum URA award is \$1,250 for the Fall 2007 session.

**Matching Funds:** A one-to-one match is required for the URA award. This would bring the total compensation package for the URA receiving the maximum amount to \$2,500 (including fringe). The matching funds can come from any source (department, school, endowment, etc.).

**Limitation on Number of Awards:** Faculty PIs and undergraduate students are limited to one URA award per academic year (Fall, Spring, Summer).

**URA Enrollment Requirements:** Undergraduate students supported through this program must be enrolled full-time at the University of Kansas during the period of the award.

**URA Payment Requirements:** The URA program will fund each stipend with the expectation that the faculty applicant will have matching funds of an equal (one-to-one) amount. The award must cover all of the student's salary and fringe for the semester. The URA Funds can not be used earlier than August 27, 2007 and no later January 11, 2008. In addition, the URA must be appointed as a student hourly position for no less than eight weeks for a minimum of 10 hours per week with a pay range from \$7.25 to \$13.99 per hour plus fringe.

**Please attach a copy of the undergraduate research assistant's job description to this application.**

#### **Awarding Process**

Applications for the 2007 Fall Semester are due **5 pm, Monday, Tuesday, August 21, 2007**. All applications must be submitted by either email to [jaugusto@ku.edu](mailto:jaugusto@ku.edu) or a copy must be delivered to **222 Strong Hall** by the deadline. Incomplete applications will not be considered for funding. The Vice Provost for Research and Graduate Studies will assign a faculty review committee to oversee the awarding of the URA awards. The review committee will work to ensure that the URA positions awarded represent the broad spectrum of disciplines and research methods at the University of Kansas. These criteria will be considered during the selection process:

- Description of the undergraduate research assistant's role in the faculty's research program
- How the student's work will contribute to the student's learning about research within his/her discipline
- Matching funds from external funding to support undergraduate research
- Current, past mentoring of undergraduates and/or graduate students.
- Research and publication activities of the applicant

For more information, contact John Augusto at [jaugusto@ku.edu](mailto:jaugusto@ku.edu) or 864-7351.

Office of Vice Provost for Research and Graduate Studies

Application for Undergraduate Research Assistantship Fund

**Deadline:** Applications for the Fall 2007 Semester are due **5 p.m., Tuesday, August 21, 2007**. All applications must be submitted by either email to jaugusto@ku.edu or a copy must be delivered to **222 Strong Hall** by the deadline. Incomplete applications will not be considered for funding.

**General Information**

Date \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Academic Rank: \_\_\_\_\_

Email Address \_\_\_\_\_ KU telephone number: \_\_\_\_\_

KU Address: \_\_\_\_\_

Department: \_\_\_\_\_ Chairperson \_\_\_\_\_

Title of Research Project that will employ the URA: \_\_\_\_\_

Amount of URA request: \$ \_\_\_\_\_ (not to exceed \$1,250)

**Undergraduate Student Information**

Name: \_\_\_\_\_ PeopleSoft Student ID: \_\_\_\_\_

Major \_\_\_\_\_ Year: FR SO JR SR Other \_\_\_\_\_

Hometown: \_\_\_\_\_ (The names of the students receiving funding from the URA fund will be released through University Relations).

**Matching Funds**

Amount of match: \$ \_\_\_\_\_ (**one-to-one match required**)

Type of funds used for match:

- SCHOOL\*
- DEPARTMENT\*
- ENDOWMENT\* (KUEA): Fund Name \_\_\_\_\_
- GRF: Project # \_\_\_\_\_
- SPONSORED PROJECT: Project # \_\_\_\_\_
- OTHER \_\_\_\_\_

*\*Note: Department, school and KUEA matching funds require approval signature (see below).*

**Matching Fund Approval Signature**

Matching Fund Amount \$ \_\_\_\_\_ Signature Approving Matching Fund \_\_\_\_\_

Name authorizing matching support (please print) \_\_\_\_\_ Title \_\_\_\_\_

## Office of Vice Provost for Research and Graduate Studies

### Curriculum Vitae

Please attach current, abbreviated curriculum vitae (no more than two pages) that include current or recent funded research, recent publications, and a list of current or recent undergraduate and/or graduate students who have worked on your research program.

### Description of Undergraduate Research Assistant Position

In the spaces below, please provide the following information about the requested URA position:

1. The duties of the URA:

2. How this position will contribute to the URA's research knowledge and skills:

3. The importance of this URA position to your research program:

### Application Checklist

Complete application form with required signatures

Faculty Curriculum Vitae

URA job description

Compliance Form

**Office of Vice Provost for Research and Graduate Studies**

**Compliance Form**

**UNIVERSITY REGULATIONS FOR RESEARCH PROJECTS.** Enclose approvals, if applicable.

1. **Human Subjects**

- a. Does this project involve human subjects (includes interviews, questionnaires, surveys and observations...)? **Yes No**
- b. If Yes, have you applied for approval from the Human Subjects Committee (HSCL, David Hann, 4-7429)? **Yes No**
- c. Have you received approval? (If Yes, attach the approval) **Yes No**

2. **Animal Research**

- a. Does the project involve animals? **Yes No**
- b. If Yes, have you applied for approval from the Animal Care Committee (Jim Bresnahan, 4-5587)?  
**Yes No**
- c. Have you received approval? (If Yes, attach the approval) **Yes No**

3. **Radiation Safety**

- a. Does the project involve radiation sources (includes x-rays, radioisotopes etc...)? **Yes No**
- b. If Yes, have you applied for approval from the Radiation Safety Committee (contact the Environment, Health & Safety Office, 4-4089)? **Yes No**
- c. Have you received approval? (If Yes, attach the approval) **Yes No**

4. **Kansas Ecological Reserves**

- a. Does the project involve the Kansas Ecological Reserves? **Yes No**
- b. If Yes, have you applied for approval from the Director of the Kansas Biological Reserves (Ed Martinko, 4-7770)? **Yes No**
- c. Have you received approval? (If Yes, attach the approval) **Yes No**

5. **Biohazards**

- a. Does the project involve Recombinant DNA or other biohazardous materials? **Yes No**
- b. If Yes, have you applied for approval from the Institutional Biosafety Committee (contact the Environment, Health & Safety Office, 4-4089)? **Yes No**
- c. Have you received approval? (If Yes, attach the approval) **Yes No**

**Final approval of any allocation will be contingent upon compliance with the above University regulations.**

Signature of Faculty Applicant \_\_\_\_\_

Name of Faculty Applicant (please print): \_\_\_\_\_