UROP Application Form

Directions

When preparing your application for funding from the Undergraduate Research Opportunities Program, **please read these instructions carefully**. More detailed information is included on the UROP website (www.bu.edu/urop). You may also contact the UROP office with any questions at urop@bu.edu or 617-353-2020. Our office is located at 143 Bay State Road.

A paper copy of your application is due by 12 noon on the deadline. Your faculty mentor must complete the online recommendation form by 12 midnight on the deadline. **There is no guarantee that application materials submitted after the deadline will be considered.**

- If you are using the free Adobe Acrobat Reader to complete this form, you will not be able to save text while preparing the form. The full Adobe Acrobat is required to save entered text in a document.

- Only type within the visible area of each field. You may not continue your response in the Appendix.

- Font and field sizes cannot be modified. Please note that symbol fonts will not appear.

- Ensure that your name appears at the top of each page of your application.

- Remove any pages that are not required for your application for funding.

- Enter the actual page number in the bottom right corner of each page. Enter the total number of pages in the bottom right corner of page 1. Unnecessary pages should be removed and will therefore be excluded from your page numbering scheme.

    Sections required of all applicants: Applicant Information, Project Title, Project Description and Goals, Project Significance, Methodology, Timeline, Background Experience, Bibliography, Funds Requested, Safety Training

    Other sections: Request for Continued Funding (if project has previously been funded), FROG Budget (if applying for supplies), Curriculum Vitae (if applying for Riemen Prize), Appendix (any extra graphs, illustrations, samples, etc)

- **Submit a single-sided, paper-clipped (do *not* staple) hard copy of your application on 8.5 x 11 paper.**

- If you have questions or encounter difficulties, it is your responsibility to contact the UROP office in time to ensure that they are resolved before the application deadline.

Providing information on this page is strictly voluntary, and this page will not be included when your application is sent to reviewers. Data are collected solely for statistical purposes for reporting to agencies that request such information (including granting agencies that supply funding to UROP) and for evaluating our program. The data will not be used during the evaluation or award process. This page should be the first sheet in your application, so that it can be removed by UROP staff when your application is processed.

Please select your race/ethnicity:

African-American/Black

Asian

Caucasian/White

Hispanic/Latino

Native American

Pacific Islander or Native Hawaiian

Other

Please select your immigration status:

US Citizen

US Permanent Resident ("Green Card")

Foreign National/International Student

Please select your gender:

Female

Male

Please enter your GPA:

How did you hear about UROP?
(check all that apply)

From my mentor

From another professor

From a non-UROP staff member

Through a BU website

Visited the UROP table at Splash

Listened to UROP staff speak to a student group/class

From a classmate/friend

Other

Applicant Information

Name (First Last) ……………………

BU ID number ……………….……..

BU e-mail address …………….…........

Major ………………………………..

Year at BU ……………….……....   The

The month and year you will receive
your bachelor's degree from BU.........

Local phone number ………...............

Local mailing address ………...............

Faculty Mentor's Name (First Last) …...…
Your mentor must be a BU faculty member. Graduate students may
not be responsible for supervising UROP projects.

Faculty Mentor's College ……………….…

Faculty Mentor's Department …………..…

Faculty Mentor's BU e-mail address …….

Where will you be performing this work?..
Include building and room number or
off-campus location

Will you be receiving any academic credit for this research work?   no   yes
If yes, then you may only apply for a FROG and/or Travel Award.
If you are applying for summer funding and you plan to use the award
as the basis of a work for distinction project, please answer no.

How many hours do you plan to spend on this project if you receive funding?   hours/week

Have you previously been awarded UROP funding?   no   yes

If yes, when?   list all semesters awarded

For what type(s) of funding are you applying? $ amount
                                                                      $ amount

Project Title

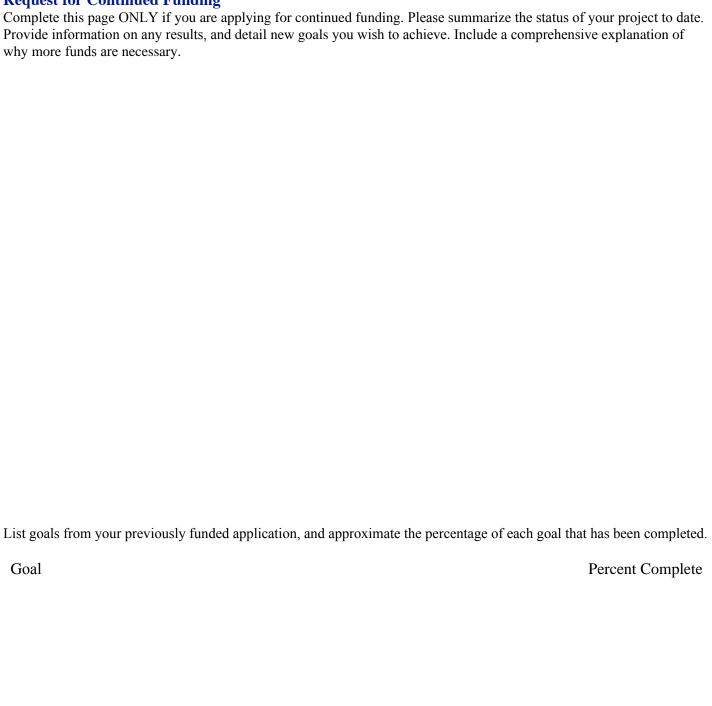## Project Description and Goals

Provide a description of your research proposal, written in terms easy to understand for someone outside your field.
Include your project's overall objectives as well as the specific goals you plan to accomplish this semester.

Project Significance

Explain in general terms why the information gained from this research project will be beneficial.

UROP

Request for Continued Funding

Complete this page ONLY if you are applying for continued funding. Please summarize the status of your project to date. Provide information on any results, and detail new goals you wish to achieve. Include a comprehensive explanation of why more funds are necessary.

List goals from your previously funded application, and approximate the percentage of each goal that has been completed.

 Goal   Percent Complete

Methodology

Clearly state how you plan to accomplish the goals listed in your project description. Identify the specific steps necessary to perform your research.

Time Line

Provide a detailed timeline for completion of goals of your project. Be sure to include the goals listed above.

(4)

Background Experience

List any previous research experience, applicable course work, or other relevant experience you may have.

Bibliography

List the sources you have consulted in preparation of this proposal, as well as any references you have cited within this application. If you need additional space, use the Appendix.

Funds Requested

- For Faculty Matching Grants, only UROP's portion (i.e., half) of the total request should be entered.
- Students may not receive academic credit and a stipend for the same research conducted during the same semester.
- Applicants for the Riemen Prize who are not selected will be considered for an SRA or FMG based on information provided in their mentor's recommendation.

Faculty Matching Grant
(UROP's portion; maximum of $1,000 Fall/Spring or $2,000 Summer) …...…...........

Student Research Award
(maximum of $2,000 Fall/Spring or $4,000 Summer)…………………………......

FROG
(must equal the **itemized total on next page**; must equal $500 if Riemen applicant)…

Mark W. Riemen Summer Research Prize
(Summer only; $4,000 stipend, must also apply for $500 FROG)…………………
**If you are applying for the Riemen Prize, include your curriculum vitae as an appendix to your application.

AUTO-TOTAL:

FROG Budget Request

If you are applying for a FROG Award (or the $500 Riemen Prize FROG), please provide a detailed description of what you wish to purchase. Indicate the price per unit and the total estimated cost for each item. Unused lines should be left blank. **FROG funds may not be used for travel.** All applications for travel must be submitted on a separate travel application, which can be found on the UROP website. If you are not applying for a FROG, please leave this section blank and exclude it from your application.

Item Description and Price per Unit	Estimated Cost
1.	…
2.	…
3.	…
4.	…
5.	…
6.	…
7.	…
8.	…
THIS TOTAL =	

FROG Budget Justification

Describe the role the requested materials will play in your research, and explain your need for each item.

Safety Training

All students working in laboratories that use certain hazardous materials are mandated by the Office of Environmental Health & Safety to undertake training to work around those materials, whether or not they come in direct contact with them. Animal Safety courses are coordinated by the Laboratory Animal Care Facility.

Does your research environment require you to take safety training? If unsure, please ask your professor.

Laboratory Safety	yes	no	previously taken on:
Radiation Safety	yes	no	previously taken on:
Laser Safety	yes	no	previously taken on:
X-Ray Safety	yes	no	previously taken on:
Animal Safety	yes	no	previously taken on:

If you have not taken the required training(s), provide the date(s) when you will fulfill the requirement(s).

Human Subjects and Animal Use

If you are going to be using animals in your research, has the Animal User New Project Application been approved by the Institutional Animal Care & Use Committee? If yes, please attach a copy of the approval letter. If no, please explain in the box below.

yes   no

If your research will involve humans, has this been approved by the appropriate Boston University Institutional Review Board (IRB)? If yes, please attach a copy of the approval letter. If no, please explain in the box below.

yes   no

Additional Explanation

Appendix