Application FAQs

How many pages should the application be?

Your application should be:

page 1: application form

pages 2-4: two page write up and budget form

pages 5+: your unofficial transcript and faculty letter (Faculty can also send the letter separately to urc@du.edu and it will be attached to your application)

If you have sketches, interview questions, diagrams, etc. these may be included as appendices in addition to the two page write up.

How long are the funds available?

Partners in Scholarship—during the timeline you submitted, up until June 2014

Summer grant—June-August

Travel grant—prior to and during conference, all receipts must be in within 30 days of your return

I don’t know what IRB is, so I probably don’t need it, right?

If you are collecting data from people, you probably need approval from the Institutional Review Board on campus. This includes interviewing people. Chances are you will be able to apply through the exempt status but you will still most likely need to go through review. Your faculty partner should be assisting you on this process, do not put the URC Chair or Coordinator in your application. The reviews are typically done on a monthly basis so you should send your application through the IRB office at the same time, if not earlier, then the URC grant deadline. This can be a lengthy process! Your grant can be approved by the URC office but funds will be withheld until you receive approval from the IRB office. You will need to forward your approval documentation, including your assigned IRB number, to the URC office.

More information on IRB can be found here: http://www.du.edu/orsp/irb.html

Exempt status information: http://www.du.edu/orsp/irb_process.html

IRBnet: http://www.du.edu/orsp/irbnet.html

IRB FAQs: http://www.du.edu/orsp/irb_faq-1.html
My unofficial transcript isn’t copying and pasting correctly, should I still include it?

Many students are able to copy and paste their unofficial transcript (not APR) into a Word document without issue. Some students have a portion cut off and their grades are not viewable in the application. If your grades are not viewable, do not include it! If you cannot figure out how to properly insert a readable transcript contact the URC coordinator.

How do I choose a faculty partner?

Your faculty partner should be someone that has a background in the subject matter you want to further study. Sometimes the perfect faculty partner is not full time or may be taking a mini sabbatical. Sometimes a great resource is not a faculty member. What should you do? You should find a full time faculty member to be your primary partner. The URC wants to know that you will be supported throughout your project. However, you may also have a secondary partner if their background is a good fit for your project. Your faculty partner does not need to be in your major department if your project is interdisciplinary. Some faculty partners are hands-on and will work with you every step of the way. Others will give you space to work on your research and only step in if you need some extra guidance. Either way is fine and the role of your faculty partner should be explained in your application and their letter.

What does the committee look for in an application?

The committee looks for a well written, thorough, research project. They want to understand what your research question is, what data you are collecting, how you are collecting it, and if it is realistic to the timeline you submitted. Is the data you are collecting a new venture or could you use existing information? If you are requesting funds for travel, why is it necessary for you to go to the destination? If you plan on interviewing, what are your questions, how are you going to find individuals to participate, and what would you do if you could not find enough participants? Is your question focused enough to explore in the timeline you submitted? What will do you with the data and findings? Talk with your faculty partner about your research to make sure it’s feasible. The URC coordinator is happy to talk with you about your research, but your faculty partner should be your number one resource.

Is there a grade “cut off” for applications?

No, but the committee does take GPA into consideration. If your grades are a concern the committee will check your transcript for patterns. If one less than successful quarter has brought down your GPA, but it has been climbing since, that will be taken into consideration. If you were struggling in one major, but now you switched and you have been doing much better, that will be taken into consideration. If the committee feels like your current grade trend is a concern, they may feel that adding in an outside project is not in your best interest and may not approve your project.