

CONCORDIA COLLEGE™

Undergraduate Research, Scholarly and Creative Activities Grant Program

Submit application materials to the Director of Undergraduate Research,

Dr. Susan Larson (larson@cord.edu)

This program provides partial support to assist undergraduate students in carrying out research, scholarship and creative activities, as appropriate in their chosen discipline. The award is designed to help defray the cost of undertaking the project, including travel, supplies, and other materials necessary to conduct the project. It is not intended as salary for the student nor will it cover the costs associated with presentations of scholarly work.

Deadline: For the 2011-2012 academic year deadlines will be September 30, December 10, February 3 and March 23; applications will be reviewed within two weeks of submission.

Funding limit: Maximum award is \$400 for a single student project; up to \$600 may be requested for a single project involving 2 or more students. We anticipate funding between 3-5 awards each funding cycle.

Reimbursement: All requests must be approved prior to the work being conducted in order for reimbursement to be given. Wherever possible, purchases should be made with a purchase order and payment made directly by the Office of Undergraduate Research and Scholarship. If a purchase order is not possible, funding will be awarded after the purchases have been made or after the travel has taken place (appropriate receipts must be submitted).

Requirement: All projects must have a faculty advisor involved with the execution and supervision of the project. The role of the advisor will vary depending on the nature of the project. All funded projects are expected to be publicly disseminated at the *Celebration of Student Scholarship* in the April following the research. If this will not be possible, please consult Susan Larson about other dissemination options. Application materials for funded applications will be shared with the Office of Communications.

Application requirements:

1. **Application form**
2. **Description of the research and/or creative activity:** The description should include the goals and anticipated outcomes of the project, including brief methodology and relevant bibliography. It should be between 500 and 1000 words in length and be written for an audience of educated people not in your discipline. The description will be used to judge the merit of the project.
3. **Budget justification:** List each item or service requested and the estimated cost. Student salary is not allowed. Briefly explain why each item is being requested (e.g., how it is related to the project). Note: If the total project cost is more than the amount requested, the budget justification must clearly indicate source(s) of the additional funds to carry out the project, and how the project would proceed if the other funding is not obtained.

We would like to acknowledge Buffalo State College for sharing their application information and materials with us.

Questions? Contact Susan Larson, Director of Undergraduate Research at 218-299-3252.

4. **Statement of the Faculty Advisor:** Provide a statement (approximately 150-300 words) describing the involvement of the advisor in the research project/creative activity and the preparation of the student(s) to undertake the project. This statement should be submitted to the Director of Undergraduate Research, Dr. Susan Larson (Larson@cord.edu).

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Name of primary student contact: _____

E-mail: _____

Department/program: _____

Names of Additional Students: _____

Faculty Mentor: _____

E-mail: _____

Department/Program: _____

Office Phone: _____

Title of Research Project: _____

Proposed starting date: _____

Proposed ending date: _____

Budget request (Note: Maximum request for single student project is \$400; maximum request for two or more students working together on a single project is \$600):

ITEM	AMOUNT REQUESTED
TOTAL	

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