

Undergraduate Research and Creative Project Grants Application

Students are encouraged to apply for funds to help cover the costs of a) research or creative projects or b) travel to a conference or other professional meeting. In order to be eligible, the applicant must be an MCLA student who has made or will be making a **significant intellectual contribution** to the proposed activity. Both individual and group applications are accepted. Groups are two or more students working together on the same project. These grants are competitive in nature; submission does not guarantee funding.

Applications may be submitted at any time. A decision is transmitted to an applicant in approximately three weeks after receipt. The final date applications will be accepted for the 2010-2011 academic year is March 13, 2011

Examples of fundable activities for each category are listed below:

A) Research or creative project

- Data-collection surveys or instruments
- Materials needed to complete a painting or sculpture
- Lab equipment
- Money to reimburse human subjects
- Cost of music or film production
- Etc.

B) Travel destinations

- Conferences
- Gallery openings
- Film festivals
- Workshops
- Etc.

Please address any questions concerning the application process to:

Dr. Tom Byrne
Department of Psychology

tbyrne@mcla.edu
Ext. 5464

1. Contact Information (If a group application, please provide contact info for all members of the group)

Name:

Phone:

Box #:

Email:

Signature _____ Date _____

2. Indicate award category (Circle one)

- A. Research/Creative project –individual
 - B. Research/Creative project –group (2 or more individuals working together)
 - C. Travel – individual
 - D. Travel - group (2 or more individuals working together)
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3. Description.

In no more than two double-spaced pages, describe the project or reason for travel. Explain what you (or your group) will gain from the experience. Please use language understandable to a layperson.

4. Costs.

Briefly outline the costs that will be incurred by your project or travel. Please note that maximum award amounts are \$300 and \$600 for individual and group applications, respectively.

5. Letter of Support.

You must provide a letter of support from a faculty member who is familiar with your project or reasons for travel. Provide the faculty member with instructions that follow at the end of the application. It is your responsibility to ensure the letter is sent by the due date. If this is a group application, each member of the group must receive a letter.

6. Submission

Please submit your applications as an email attachment to: tbyrne@mcla.edu.

Letter of Support

Dear Faculty Member,

You have been asked to write a letter of support for _____ (student's name) who is applying for an Undergraduate Research and Creative Project Grant. Your letter is a very important part of the review process. You should be familiar with the project or the reasons for travel. In a page or so, please provide your assessment of the following:

- The student's intellectual contribution to the project or the activity that is the purpose of travel.
- The merits of the project or travel.
- If the project is not yet completed, the student's ability and motivation for completing the project.

When you have completed your letter, please email it to tbyrne@mcla.edu

Sincerely,

The Review Committee