<https://sc.edu/about/offices_and_divisions/undergraduate_research/documents/urep_application.docx>

**College of Arts and Sciences**

**Undergraduate Research Enhancement Program**

(CAS-UREP)

The College of Arts and Sciences is pleased to continue an initiative to support undergraduate research. The CAS-UREP awards are intended to increase the number of College of Arts and Sciences majors involved in research and to help faculty sponsors with the costs associated with including undergraduates in their research. To be eligible, undergraduates must be enrolled in at least a 3-credit independent study CAS course for the purpose of conducting undergraduate research with a full-time tenure-track,tenured, or professional-track faculty member at the University. The College will provide the faculty sponsor with up to $1,000 during that semester to support the student’s undergraduate research.

In each academic year, we anticipate making a total of 50 awards for up to $1,000 each.

**Student awardees are required to**:

* Present their research at Discover USC or another public venue
* Submit a title and brief summary (Abstract, 1-2 paragraphs) of their research and results to [casugrwd@mailbox.sc.edu](mailto:casugrwd@mailbox.sc.edu) by the end of the term in which the project was conducted

**Application deadline:**

* For Spring semester courses: December 1, 2023
* For Summer and Fall courses: May 1, 2024

**To apply** submit all of the following as attachments in ONE email to: [casugrwd@mailbox.sc.edu](mailto:casugrwd@mailbox.sc.edu)

* The Faculty Sponsor must be full-time faculty (tenured, tenure-track, or professional-track) at the University of South Carolina and submit a one-page letter of support detailing the role of the undergraduate in the research project and their mentoring plan for the student conducting the research.
* The undergraduate must complete the Project Overview, Budget and Research Compliance forms (attached herein) or a Magellan Scholar proposal as described below.

Note: Applications require a fully signed undergraduate independent study contract to be considered.

**Restrictions:**

* A faculty member may receive only one such award for a student in their program each academic year.
* A student may receive only one such award in each academic year.
* A UREP award cannot be used for computers, phones, books available through interlibrary loan, printing (including senior thesis), or conference travel. Field work related travel is acceptable.
* Magellan Scholars are not eligible to receive support through this program (*at the same time as the Scholar award*); however, students who applied for, but did not receive a Magellan Scholar Award can forward their completed Magellan application (along with the completed and fully signed undergraduate independent study contract) to CAS in lieu of a new application form. [PLEASE NOTE: students can APPLY for the Magellan Scholar and Honors College funding, while funded by the CAS-UREP.]
* Students cannot simultaneously receive funding through the Honors College (SURF and Exploration Grants) during the CAS-UREP.
* Students receiving CIEL or other Magellan Awards (e.g., Minigrant, Apprentice, etc.), who are enrolled in an independent study, may also be eligible for this program. However, in these cases, funding from CAS-UREP will not exceed $500. Funds requested beyond those covered by other Magellan Awards must be detailed and clearly justified .
* All expenditures must be in compliance with federal and state laws as well as university policies and procedures and accompanied by receipts.

All proposals must be submitted electronically to [casugrwd@mailbox.sc.edu](mailto:casugrwd@mailbox.sc.edu)

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| **Student Name(s):** | **Date:** |
| **Student USC ID(s):** |  |
| **Approved Independent Study Course Information** |  |
| **Term:  Fall  Spring  Summer** | **Year** |
| **Credit hours:**       **Subject code:**       **Course Number:** | **CRN:** |
| **Instructor:** |  |

PART ONE: PROJECT OVERVIEW

Please answer the following questions regarding the proposed project. Note the word/section limits.

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| Brief description of Faculty Sponsor’s area of expertise or research area (keywords acceptable) |

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| Research question/statement or general area of interest to be pursued (1-3 sentences) |

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| Project description – Details, tasks, methods outlined here help reviewers understand what you plan to do and how you will accomplish it. (max 400 words) |

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| Project timeline – Tasks with an estimate of when and how long they will take to complete. |

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| Project connection to student’s goals (academic, personal, or professional) (max 200 words) |

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| Impact statement (why is this project important, how can the research be used, etc.) (max 200 words) |

BUDGET

List anticipated expenses associated with the project, including salary (with number of hours,hourly rate ($10/hour (minimum) to $15/hour (maximum) + [fringe benefits](https://sc.edu/about/offices_and_divisions/sponsored_awards_management/institutional_info/fringe_benefits.php)), materials and supplies along with explanations to justify the budget request. Indicate if you are applying for or have received other grants (e.g., Magellan Scholar, Magellan Apprentice, Honors Fellowship, etc).

**PLEASE NOTE – This award funding is handled through a commitment to the department. Students will also be hired through the unit and will be asked to track and submit hours through the PeopleSoft system. It is the faculty mentor’s responsibility to ensure that hours are being submitted, are accurate, and do not exceed budgeted costs.**

Below is a sample budget

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| **Item** | **Cost** |
| **Specimen jars for preserving samples of fishes collected:** | |
| 9-oz wide-mouth specimen jars (96 count) | $120.75 |
| 16-oz wide-mouth specimen jars (48 count) | $174.00 |
| 32-oz wide-mouth specimen jars (48 count) | $183.80 |
| Shipping and handling for all of the jars | $20.00 |
| **Seines for fish collection:** | |
| 30-ft seine (2) + shipping and handling | $86.60 |
| **Salary** | |
| 4 hours/week for 8 weeks @ $12/hour | $384.00 + $1.73 (0.45% fringe x salary - if enrolled) |
| **Grand Total** | **$970.88** |

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RESEARCH COMPLIANCE

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| **Projects involving vertebrate animals or human subjects** |

**For research projects involving live, vertebrate animals**: USC is required by federal policy to follow strict guidelines when vertebrate animals are involved in research projects. Program applications may be submitted prior to approval by the Institutional Animal Care and Use Committee (IACUC). However, tasks related to animal use may not begin until approval has been received – no funds will be reimbursed for these activities without proof of IACUC approval. For more information and forms, go to <http://sam.research.sc.edu/animalcare/index.html>.

**For research projects involving human participants**: USC is required by federal law to follow strict guidelines when human subjects are involved in research projects. Human subjects research INCLUDES studies that use: (a) data collected through interventions, interactions, or observations with human participants (e.g., surveys, interviews, testing, or observational procedures); and/or (b) existing data sets containing any personal information (e.g., medical records, educational records, voting records). To receive funding for projects involving human participants, each student must follow the guidelines described at <http://orc.research.sc.edu/humansubject.shtml>. Please contact the Office of Research Compliance (<http://orc.research.sc.edu/contact.shtml>; 803-777-7095) with all questions. CAS cannot help with Human Subjects questions, you will be referred to Research Compliance!

Please note that a student may APPLY for funding prior to submitting the application for human subjects review. However, tasks related to the use of human subjects may not begin until approval has been received – no funds will be reimbursed for these activities without proof of approval. It is recommended that the approval process be started immediately after submitting the proposal as the process can occasionally be lengthy. Please be aware that human subjects review and approval must be obtained prior to initiating your research; the Institutional Review Board (IRB) cannot approve studies retroactively. **There are no exceptions**.

**I have read and understood the information above**

**YES, my project uses vertebrate animals**

**YES, my project uses human subjects**

**NO, my project does not use human subjects or vertebrate animals**

*Note: For all gray boxes on this form, double click in the box and select “checked”*