Use this form to apply for grants from the Undergraduate Research Program (URP) for research you will conduct in the summer of 2007. Please direct questions about the program to Sheilah Coleman, Director of Fellowships, 781-736-3470 (e-mail: sheilah@brandeis.edu).

APPLICATION CHECKLIST
Your completed application will contain six (6) copies of the following, compiled in this order:
- The Student Information Sheet
- Your résumé, including honors, special programs in which you are enrolled, extracurricular activities, etc. (optional)
- An itemized Budget Request for your project
- Your proposal (up to 5 pages, signed by your advisor(s))
- The Brandeis Faculty Research Advisor’s Recommendation Letter (one copy only), written on University letterhead by your Brandeis faculty research advisor and submitted in a sealed and signed envelope (with your name and “URP” on the front of it).
- If your research will be supervised by someone off-campus, a second letter of recommendation is required. It must be submitted in a sealed and signed envelope (with your name and “URP” on the front of it).

Summer 2007
DEADLINE. Submit six copies of the completed application, including recommendations, no later than 5 PM, Thursday, April 5, 2007. Late applications will not be considered.
NOTIFICATION. We will notify applicants of their award status as soon as possible, but be aware that you may not learn the results (in your campus mailbox) until late April.
FINAL REPORT. Your final project report and expense report with receipts are due upon completion of your project (mid-to late August 2007 for summer grants

Please label your application with your first and last name and submit it to:
Attention: URP Award
Director of Fellowships/Academic Services
Mailstop 001/Usdan 130
PROPOSAL GUIDELINES

1. The URP Committee includes faculty members representing various disciplines and departments. Therefore, your proposal must be readable to persons outside your area of expertise. Your writing should be clear and concise and free of jargon. Imagine explaining your project to someone who knows nothing of your discipline. You should not simply submit a copy of a departmental thesis proposal.

2. Your proposal must begin with an abstract, which should be short (one hundred words or so) and should highlight the major area, issue, or theme of your research.

3. The body of your proposal should address three fundamental questions:
   a. WHAT do you want to do? Explain your project or idea. What are the critical issues or central themes? What makes your project unique? Original?
   b. HOW do you want to do it? Describe your methodology or procedures.
   c. WHY do you want to do it? Justify the importance of this project or research with respect to your discipline as if you were addressing this section to other experts in your field. What is likely to be achieved, demonstrated, or discovered? Secondly, discuss how this project will contribute to your intellectual/academic development. Third, make the case for receiving funding for your project.

4. You should attach a relevant bibliography.

5. Neatness counts! Pay attention to organization, sentence structure, grammar, and spelling.

6. Your proposal should be no more than five pages in length, double-spaced.

HANDWRITTEN APPLICATIONS ARE NOT ACCEPTED. PAGES MUST BE NUMBERED.

BRANDEIS FACULTY RESEARCH ADVISORS

The role of your advisor is critical. Although your proposal must be your original work, you are strongly encouraged to consult your advisor regularly. Your advisor is a valuable resource for discussing the abstract, methodology, research design, and overall organization and presentation. The Committee recommends that you show a draft of your proposal to your advisor and encourage her/him to suggest changes or revisions. If your research requires supervision by someone other than a Brandeis faculty member, you should submit 2 references, one from a Brandeis faculty sponsor and the other from your direct supervisor.

RATING PROPOSALS

The URP Committee uses the following criteria to rate proposals:
1. Clarity and feasibility of project;
2. Student's preparation as pertinent to the project;
3. Contribution to the student's intellectual growth;
4. Research Advisor's availability to direct the project;
5. Attention to procedural detail;
6. Absence of typographical, spelling, and grammatical errors.
BUDGET GUIDELINES
Because funds for the Undergraduate Research Program are limited, competition for these awards is keen. Grants for summer range between $500 and $1000, with none usually exceeding $1250. Grants for the academic year average between $300 and $500, with none exceeding $750. Partial grants are possible, i.e. you may request $600 but receive $400. Funding decisions are the sole purview of the Undergraduate Research Program Committee. The following are guidelines designed to help you construct a budget.

1. All travel requests and other budget requests not self-explanatory must be accompanied by a written explanation.

2. Costs that may be eligible for funding are:
   a. Travel - URP may pay for domestic travel (inside the United States) for the purpose of research, and local travel integral to the project. Local travel abroad may be eligible but we will not cover international flights. Students are expected to travel as inexpensively as possible. Travel may include MBTA commuter rail or “T” passes.
   b. Photocopying research materials.
   c. Expendable supplies and tools (lab supplies, paint, etc.)
   d. Reimbursement to subjects in a research study. You will need to develop a form to demonstrate receipt of payment.

3. The Undergraduate Research Committee is unlikely to distribute funds for the following:
   a. Travel to the student's home area
   b. Travel to another country (The exception is that if you are going to be in your home country doing research, the URP may be able to fund local expenses while you are there.)
   c. Per diem costs (i.e. We will not fund requests that say “I'll be in Washington, D.C. for 6 days and would like $30 a day while I'm there”).
   d. Ordinary school supplies (typing paper, pens, etc.) and department-specific equivalents (calculators, paint brushes, etc.)
   e. Typing and/or photocopying the final product
   f. Any piece of capital equipment that becomes the property of a university department or the property of the student
   g. Campus housing (During the summer only, URP may fund students for up to 10 weeks in campus summer housing (if available) or the equivalent dollar amount to be applied to off-campus rent. No food or other living expenses are reimbursable.) Applying to fund your housing through the URP is not a guarantee that you will be offered a room on campus. Please contact the Office of Residential Life to apply for summer housing.

4. Receipts/Reports. At the end of the summer (or academic year, depending on the award) all URP winners are expected to submit a 3-5 page project report as well as a detailed expense report. Keep careful track of your original receipts.

These guidelines are not exhaustive. Please feel free to include other expenses pertinent to your project. Remember to list your budget items in order of importance to your project.
BRANDEIS UNIVERSITY
UNDERGRADUATE RESEARCH PROGRAM

STUDENT INFORMATION SHEET
Name __________________________________________ Student ID#________________
Campus Box #_________Citizenship_________________Class Year ____________
E-Mail Address ________________________Phone ___________________
Home (or permanent) Address
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Major(s) ___________________________________Minor(s)___________________
Duration of Project: (check one) Summer 2005 _______Academic Year 05-06 _______
Title of Project ______________________________________________________________________
________________________________________________________________________________
Brandeis Faculty Research Advisor ____________________________________________
Dept. _________________________Phone _________________
Off-Campus Advisor (if applicable) _________________________________
University/Department_________________________Phone _________________

1. Have you previously received a Brandeis grant for this or any other project?
2. Have you applied for any other funds for this or other projects?
   If yes, which ones, and when will you be notified of award amounts?
   Please notify us right away of receipt of any other funds. We cannot cover expenses already supported by
   another grant. Previous URP winners are unlikely to receive repeat funding. You are unlikely to receive
   both a Schiff Fellowship and a URP grant to support related research.
   Other Possible FUNDS:

3. Are you receiving academic credit for your research?
   List Course ID#__________

4. What courses and experiences have prepared you for this research project (include
   courses in research methods, foreign languages, etc., if applicable)?

5. Total Budget Request (detailed on your enclosed Budget Request): $_________

   Student’s Signature ___________________________ Date ___________________

   N.B.: All research projects that involve human subjects must adhere to the University’s
   guidelines for the protection of human subjects in research. If applicable, check with your
   faculty supervisor to be sure that your research project meets these guidelines.

BUDGET REQUEST
Please be realistic in itemizing your projected expenses; cite specific costs where
possible and justify items in a narrative form where appropriate. Be specific. Please
consult budget guidelines before preparing your budget request. URP has limited funds
and, therefore, may not fund your full request. Please list your budget items on a
separate piece of paper in order of importance to your project.

Enter Your Total Budget Request (itemized on attached form): $ ________________
BRANDEIS UNIVERSITY
UNDERGRADUATE RESEARCH PROGRAM

BRANDEIS FACULTY RESEARCH ADVISOR’S RECOMMENDATION
(required of all applicants)

(Name of Student)

is applying for project funding through the Undergraduate Research Program (URP). As the student’s faculty research advisor, you are ideally positioned to comment on the candidate and his/her project. A limited number of awards are available. Selections will be made based on excellence and originality in conception and/or execution of the project. For students doing research in grant-supported programs, it is important that the requested support cover only those expenses which cannot be covered by grant funds.

In choosing award winners, the Selection Committee will give most weight to the candidate’s essay and your recommendation. When presented with equally excellent essays and recommendations, the committee will review the candidates’ grades to determine winners.

Please respond to the following questions, in letter format and on university letterhead. Please put your name and the applicant’s name in the upper right-hand corner of each page. Your recommendation should be returned to the applicant in a signed and sealed envelope, marked CONFIDENTIAL and addressed to: Sherilah Coleman, Director of Fellowships, 130 Usdan, MS 001.

Please reference the student’s name and “URP” on the outside of the envelope. The student will submit your recommendation as part of the application package, the deadline for which is Thursday, April 5, 2007.

1. Please evaluate the proposed project and assess the student’s ability to carry it out. Comment on the student’s independence in initiating the project.

2. In your opinion, are the student’s expenses realistic?

3. If you have funds for research, to what extent will your funds be devoted specifically to this student’s project? Have you already provided the student with funding?

4. How does this student compare to other undergraduates whom you have supervised on research projects or theses?

5. Does the project have the potential of contributing towards your ongoing research program?

Thank you.
RESEARCH ADVISOR'S RECOMMENDATION (not required for on-campus projects)

(Name of Student) is applying for project funding through the Undergraduate Research Program (URP) at Brandeis University. As the student's research advisor, you are ideally positioned to comment on the candidate and his/her project. A limited number of awards are available. Selections will be made based on excellence and originality in conception and/or execution of the project. For students doing research in grant-supported programs, it is important that the requested support cover only those expenses which cannot be covered by grant funds.

In choosing awardees, the Selection Committee will give most weight to the candidate’s essay and your recommendation. When presented with equally excellent essays and recommendations, the committee will review the candidates’ grades to determine winners.

Please respond to the following questions, in letter format and on university letterhead. Please put your name and the applicant's name in the upper right-hand corner of each page. Your recommendation should be returned to the applicant in a signed and sealed envelope, marked CONFIDENTIAL and addressed to:
Sheilah Coleman, Director of Fellowships, Usdan 130, MS 001.

Please reference the student’s name and "URP" on the outside of the envelope. The student will submit your recommendation as part of the application package, the deadline for which is Thursday, April 5, 2007.

1. Please evaluate the proposed project and assess the student's ability to carry it out. Comment on the student's independence in initiating the project.

2. In your opinion, are the student's expenses realistic?

3. If you have funds for research, to what extent will your funds be devoted specifically to this student's project? Have you already provided the student with funding?

4. How does this student compare to other undergraduates whom you have supervised on research projects or theses?

5. Does the project have the potential of contributing towards your ongoing research program?

Thank you.