Honors Undergraduate Research Award

Undergraduate Research in collaboration with the Honors Program

Dates
Submission Deadline: Noon, Monday, October 16, 2017
Present Results: May 1, 2018
Funds Spent By: May 31, 2018

Proposal Writing Workshops
• TBD, Check the website for updates (www.unr.edu/opportunities/HURA)

Questions
For questions regarding the proposal format and contents please contact David Miller (davidmiller@unr.edu).

Eligibility
Undergraduate Research in collaboration with the Honors Program is pleased to accept applications from senior Honors students who are completing their Honors thesis during this academic year. Honors students in all disciplines are eligible for the Honors Undergraduate Research Award (HURA). Students with a current Nevada Undergraduate Research Award are not eligible. Students who have received prior undergraduate research funding “EPSCoR, INBRE, NASA, etc.” are eligible for the award but the HURA proposal must differ substantially from prior funded research.

Research must be conducted under the supervision of a University faculty member and must be completed during the 2017-2018 academic year. The project should be planned in close collaboration with a faculty mentor; however, the proposal must be written by the student.

Funding
The funding for each award is up to $1,500 per student and $500 per mentor (funded separately by the Honors Program) and spent by May 31, 2018.

Additional Follow-up Requirements for Award
Poster presentation at the annual symposium
Award recipients must prepare a poster to be presented at the Nevada Undergraduate Research Symposium, held at the Joe Crowley Student Union on Tuesday, May 1, 2018. The poster should
represent the research, scholarship or creative activity completed during the course of the funded project.

**Questionnaires**
Awardees and their mentors are also required to provide feedback on the program by completing a questionnaire provided by Undergraduate Research.

**Proposal Requirements**
You should **prepare all of the following documents prior to beginning the online application**—you will not be able to save your progress and return later. Proposals that do not conform to the format requirements, are late or are incomplete will not be accepted for review.

<table>
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<th>Summary of Components</th>
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<tr>
<td><strong>Proposal Sections to be Uploaded as PDFs</strong></td>
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<tr>
<td>• Project Description (two-page limit)</td>
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<td>• Budget and Budget Justification (one-page limit)</td>
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<td>• Bibliography (if applicable)</td>
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<td>• Transcripts</td>
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<td>• Human Subjects or Vertebrate Animals Documents (if required)</td>
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**Support Letter**
*It is your responsibility to request a support letter from your mentor.* You will have an opportunity to upload the document to the online application.

**Project Description:**
Two-page limit; 11-pt. Times New Roman font, single-spaced, 1" margins.

Applicants must include the following sections and headings:

1. Abstract (50-100 words)
2. Introduction
3. Objectives
4. Plans for research, scholarship or creative work
5. Timetable
6. Plans for dissemination of results

The project description must be written in a way that is understandable to reviewers whose backgrounds may be outside the applicant's field.
**Budget & Budget Justification:**
One-page limit; the total student budget is limited to up to $1,500 plus a $500 stipend for the mentor. Please itemize budget needs and provide a specific justification for each item. Allowable expenses include:

- Materials
- Supplies
- Travel costs (up to $750 for travel to conduct research)
- Postage
- Specialized software (if not already available at the University)
- Copying costs
- etc.

Include a justification for each of the proposed budget items.

Purchase of equipment (e.g., laptop computers), salaries, professional memberships and hosting (food or drink) are not allowed. Travel expenditures must follow the University rules for travel; a travel request must be submitted well before the actual trip (consult with your faculty mentor for guidance). Travel to a conference will not be granted, it must be travel to conduct the proposed research or creative activity.

All expenses must be spent by the end of May 31, 2017. Please request funding only for items that you will use for your project.

**Bibliography:**
List of all of the sources you have cited in the proposal.

**Transcripts:**
Include a scanned copy of your courses completed at the University of Nevada, Reno, including a list of courses taken during the fall 2016 semester. Unofficial transcripts are acceptable.

**Support Letter(s):**
The proposal must include a letter from your supervising faculty mentor indicating his/her approval of the proposal and describing the mentor’s level of involvement in the project. Note that **this is not merely a reference letter**. It is a letter that should describe the mentor’s endorsement of both the proposal and the student, include the qualifications of the student, and indicate the mentor’s commitment to oversee the project.

The letter should indicate whether the faculty member has directed any projects funded by HURA in the past five years and include the name(s) of the student awardee(s), if any.

It is your responsibility to request a support letter from your mentor.

**Projects Involving Human Subjects or Vertebrate Animals:**
Prior approval by the Institutional Review Board (IRB) for human subjects and/or the Institutional Animal Care and Use Committee (IACUC) for animal subjects is not required for proposal submission. However, students chosen to receive a scholarship under this program who anticipate the use of
human or animal subjects in their research must receive approval of their research protocols by the appropriate review board prior to the beginning of their research and the release of funds.

- **Human Subjects:** If this proposed project involves the collection of information from human beings through interaction or observation, include an attachment (not included in the two-page limit) that provides sufficient information to enable reviewers to evaluate potential risks to subjects. Include information concerning the subject population, type(s) of information to be gathered and measures to be taken to protect privacy and reduce risks.

  Visit the Research Integrity Office website at [unr.edu/research-integrity](unr.edu/research-integrity) for more information.

- **Vertebrate Subjects:** If this proposed project involves living vertebrate animals in any way, include an attachment (not included in the two page limit) that provides sufficient information to enable reviewers to evaluate the choice of species, number of animals to be used and any exposure of animals to discomfort, pain or injury.

  Visit the Office of Lab Animal Medicine website at [unr.edu/iam](unr.edu/iam) for more information.

**Application Submission Confirmation**

You will receive a confirmation email within 24 hours that your proposal has been received. If you do not receive an email please call David Miller at (775) 682-8403.