

UROP INDIVIDUAL GRANT PROPOSAL APPLICATION
For Creative and Performative Projects

I. To be completed by student

A—Part one

Name:		Student ID Number:	
Address (including street address, city, state, and zip code):		Telephone Number and Email Address:	
Major(s):	Year: Fr <input type="checkbox"/> So <input type="checkbox"/> Jr <input type="checkbox"/> Sr <input type="checkbox"/>	Expected Graduation Date:	Current GPA:
Project Title:			
Check one: Art/Writing Portfolio or project <input type="checkbox"/> BFA Show <input type="checkbox"/> Dramatic Arts <input type="checkbox"/> Film Production <input type="checkbox"/> Musical Composition <input type="checkbox"/> Other (explain) <input type="checkbox"/>			
Duration of Project:		Funds Requested:	
From	To	Stipend	Expense Allowance Total

B--Part two

List the courses in which you are currently enrolled. NOTE: YOU MUST BE A *FULL-TIME STUDENT* TO APPLY.

Department	Course Number	Title	Credit Hours

C--Part three—*After consulting with your faculty sponsor, provide brief answers to the following questions about your preparation for this project and the collaboration between you and the faculty member.*

What training and/or background in your field are needed to successfully complete this project? How have you fulfilled these requirements?

How is this work related to that of your faculty sponsor? What role, if any, will this project play in her or his research?

What is your plan for collaboration with the faculty sponsor? How often will you meet? Through what mechanism will you receive feedback on your progress?

D--Part four

UROP Budget Requisition--You may request *either* stipend (student pay) *or* expenses (other costs related to the project) *or both* for your project. UROP will fund up to \$1200 total per project during fall and spring semesters and up to \$2400 total per project in summer.

Stipend (student pay)

Although UROP does not pay an hourly wage, student stipends are calculated by first estimating the number of hours to be spent on the project, and then multiplying those hours by \$9.00. Please list below the phases of your project, and the number of hours to be spent on each phase.

Project Phase/Description of Activity	Hours
Totals Hours	
Total Stipend (Multiply total hours by \$9.00.)	

Expense Allowance

Itemize your expenses, including equipment, materials, supplies, stipend for collaborators, travel expenses, etc.

Expense Item	Estimated Cost
Total Cost	

Stipend Requested: \$_____ Expense Allowance Requested: \$_____ Total Budget Requested: \$_____

E--Part five

Attach a narrative proposal, 5 pages maximum, outlining your request for funding. Please attempt to write the proposal in terms a non-expert can understand, though you may have to use technical language in some places as well. The narrative should include:

- 1. Introduction:** Tell us the objectives of the work and those of the larger project within which yours is embedded if applicable, including its purpose and function within your degree requirements, academic or professional training, and/or goals. Discuss where and when the project will be exhibited, displayed, or performed and who its audiences are. Indicate what contribution you're making to the field. Provide justification for requests related to off-site work.
- 2. Background:** Situate your project with other work in the field by providing a review of the work that's already been done in this area, which may include reference to other creative projects, as well as theory or criticism about similar work. Include your own creative/performance history and talk about how it's prepared you for this project, as well as discussing your faculty sponsor's expertise.
- 3. Methods:** Provide a detailed description of how you'll go about conceptualizing, implementing and/or producing this work. This should include justification for the specific approach or methods that will be employed.
- 4. Time Schedule:** Provide dates for the initiation and completion of each phase or step of the project. Attempt to lay out a reasonable schedule taking into consideration all phases of the creative project as well as writing of the final report. Include a storyboard or treatment if that's customarily required in the field. Tell us, as well, how often you'll meet with your faculty advisor.
- 5. Budget Justification:** Explain how you will use the funds you have requested on your Budget Requisition.
- 6. References:** Attach an alphabetical list of all work you've consulted in your background research and cited in the body of your narrative, in appropriate professional style customary for your discipline. Your bibliography should show that you've done the necessary preparation for this project.

F--Part six—Abstract of the project

On a separate page (and after completing a final draft of your narrative proposal) provide a 100-word description (abstract) of the creative project, including its purpose and function within your degree requirements or academic or professional training or goals. If applicable, say where and when the project will be exhibited, displayed, or performed.

PLEASE NOTE: IF FUNDED, UROP SHOULD BE ACKNOWLEDGED *IN WRITING* AT ANY EXHIBITION, DISPLAY, PERFORMANCE, PUBLICATION OR OTHER PRIVATE OR PUBLIC PRESENTATION OF YOUR WORK.

II. To be completed by *faculty sponsor*

This page is not intended to be shared with the student, but should provide guidance to the faculty member as to whether the student's project needs further conceptualization and/or development. Faculty may submit this page separately to the UROP office, or, preferably, will attach it to the student's completed application, put it into a sealed envelope and have the student deliver it to the UROP office.

Please evaluate the proposal in the following areas on a scale of 1 (poor) to 6 (excellent).

Student name _____

Faculty name _____

Title of project _____

Student shows a working knowledge of the assumptions, vocabulary, genres, oeuvres, or media in the field. 1 2 3 4 5 6

Student exhibits an understanding of the relevance of the project to the field and is able to situate it appropriately with other work of its kind. 1 2 3 4 5 6

The creative project and its attendant tasks are well defined and clearly stated in the proposal. 1 2 3 4 5 6

Student shows an understanding in the proposal of the creative process related to this type of project. 1 2 3 4 5 6

Student's review of previous work in the field and attached sources indicate that she or he has a reasonably complete foundation for undertaking this project. 1 2 3 4 5 6

Rate the student's overall ability to complete this project successfully compared to other undergraduate students you've worked with. 1 2 3 4 5 6

Describe in detail the overall merit of this project and its potential impact in the field, including whether and how the student will make an original contribution to the discipline with this project, how it fits into the student's portfolio or other larger project, etc. How might it enhance the student's artistic, creative, scholarly and/or intellectual development?

III. To be completed by *student and faculty once the proposal is ready for submission*

A—Part one

Faculty Sponsor Name:		Rank:	
Department:	College or School:	Campus Box Number:	
Telephone Number:		Email Address:	

B--Part two--Check list for completion of proposal. *All areas relevant to the project must be complete for submission.*

- Is the project's purpose or focus clearly outlined in the proposal?
- Are the creative methods or processes by which the project will be completed fully explained?
- Has background research been completed and are sources attached?
- If travel is involved, is it appropriately justified in the proposal?
- Is the budget for this project realistic?
- Is the time schedule for completion of the work realistic?
- Has faculty feedback on the proposal been responded to adequately?
- Has the proposal been reviewed for correctness in punctuation, grammar, and overall usage of the English language?

C--Part three—Signatures indicate that the application and written narrative have been jointly reviewed by student and faculty and approved by the faculty sponsor.

Student signature

Date

Faculty sponsor signature

Date