

Patricia Sheffels & Department of Environmental Studies Undergraduate Research Fund

The Department of Environmental Studies (ENVS) is pleased to offer an annual application for grants for undergraduate research. The grants are made possible through the generosity of a donor, Patricia Sheffels.

Eligibility

Eligibility is limited to ENVS undergraduate students. Applicants must be full-time, Boulder campus, degree-seeking undergraduate students, who have declared ENVS as their major. Applicants should have applied for a UROP Student Grant (<https://www.colorado.edu/urop/grants>) prior to applying for this research funding from ENVS. Students may be pursuing research as part of an Honors thesis, but do not have to be. Research grants must be spent within one calendar year of being awarded. Award recipients should submit a short report of how they spent the funds, within one month of completing the project.

Types of costs funded

Any legitimate research costs, including necessary travel, are appropriate for these awards. Expenses could include, but are not limited to:

- Equipment (e.g., notebooks, cameras). Note that any equipment purchased with these awards is the property of ENVS and must be returned to the department at the end of the project.
- Software.
- Travel to research sites to collect data.
- Participation in conferences, if you will present your research (e.g., as a poster or talk). Attendance only (without presenting) is not eligible for this funding.
- In rare circumstances and if a strong case is made, stipend/living expenses may be funded.

Limits on funding

Due to limited funds, and to better distribute funds across students, the maximum that can be awarded to any individual student is capped at \$3,000 for any one proposal, and no student may receive more than \$3,000 total during their undergraduate degree. Please note that we may receive applications that in aggregate exceed our budget and so a) not all applications will necessarily be funded, and b) some applications may be partially funded (i.e., awarded less funding than requested).

Requirements

Complete the two pages at the end of this document, which includes applicant information, a description of the research and costs, and a simple outline of the budget.

Deadline

There is one deadline annually, for receipt of applications: **April 1 each year**. Off-cycle applications may be submitted at any time for research expenses that are time-sensitive (i.e., that cannot wait until the next April 1 deadline) and that were unforeseen (i.e., that could not reasonably have been predicted); such applications may be funded, if accompanied by a strong rationale and pending available funding.

Please submit the materials as a **single PDF** attached to an email to envstudies@colorado.edu and peter.newton@colorado.edu. Decisions on funding will be made, and applicants will be notified, by April 30 each year.

Evaluation of applications

Funding decisions are made by the members of the ENVIS Undergraduate Curriculum Committee, who will evaluate the proposals based on two factors:

- a. The quality of the project to be conducted and progress to date
- b. The clear and credible justification of the research costs

Proposals from students conducting research as part of an Honors thesis project will receive higher priority.

Reimbursement

Funds awarded will appear as credits on your tuition bill. Note that these funds can affect your financial aid or student loans.

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APPLICATION

Information about the ENVS undergraduate student applicant

Name:

Email address:

Research project title:

Information about the applicant's research advisor

Name:

Department or institute:

Email address:

Description of research project and progress to date (max. 200 words). Describe the research you plan to conduct (or are conducting). In particular, indicate the research question that you are addressing and the methods you are using. Be clear about how the research activities fit into your undergraduate degree (e.g., are they part of your Honors thesis?)

Explain what you need the funding for (max. 200 words). Explain why the costs are necessary and important. Note that you can ask for partial support for items that cost more than the cap on these small grants. If you are asking for travel, please include the location and an explanation of why it is important for you to travel.

Budget. Please provide a brief budget for the amount requested. For example, if asking for funds for a camera tripod, give the brand and model of the tripod and its cost on Amazon; also briefly explain why renting a tripod or borrowing one from another research group at CU is not an option. If asking for mileage costs to travel to, say, Paonia, CO to interview land managers, give the mileage for the round trip and use the university mileage rate (50 cents per mile) to arrive at the total cost.

UROP application. Attach your prior UROP application and (if available) the approval or rejection letter you received from the program. Alternatively, provide a strong justification for why you have not applied for a UROP grant.

Other funding sources. Please list other funding sources you have secured, or have applied for, that also help cover your research costs.