

**Undergraduate Research & Creative Activity Grants**  
**Provost's Office/Experiential Education & Engagement Center**  
**Auburn University at Montgomery**



*This form is fillable and all spaces expandable. Submit proposals to: [eeec@aum.edu](mailto:eeec@aum.edu)*

**Cover Form for Undergraduate Research & Creative Activity**

Applicant Name: .....

Title:.....

Department:..... College: .....

Email:..... Phone .....

Project Title:.....

Amount of Funding Requested: .....

**To be filled out by applicant:**

<b>Eligibility Criteria</b> (required of applicants to be considered for funding)		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>1.</b>	<b>Status:</b> Are you a full-time professor (Assistant, Associate, Full) at AUM?			
<b>2.</b>	You are aware that, to be eligible for funding, your proposal must address these elements of AUM's Strategic Plan: <ul style="list-style-type: none"> <li>■ Your proposed project involves undergraduate students in ways that involve knowledge and skills relevant to the major</li> <li>■ Students are involved in dissemination activities</li> </ul>			
<b>3.</b>	Are you aware that you will need to provide a report to the EEEEC by the end of each fiscal year of funding?			
<b>4.</b>	Are you aware that you and your student assistants will need to present your work during the 2023 Celebration of Research & Creative Activity?			
<b>5.</b>	Was <b>IRB</b> (Institutional Review Board) approval obtained if using <b>human subjects</b> ? (If so, a copy of the IRB approval letter <i>must</i> accompany this submission.)			
<b>6.</b>	Was <b>IACUC</b> (Institutional Animal Care & Use Committee) approval obtained if using <b>animals</b> ? (If so, a copy of the IACUC approval letter must accompany this submission.)			
<b>7.</b>	<b>Format:</b> Have you formatted the application as required? <ul style="list-style-type: none"> <li>■ Double-spaced, 12-point font</li> <li>■ Maximum of 5 typed, single-sided pages</li> <li>■ Attachments include vita (3-page limit) &amp; IRB/IACUC approval letters</li> <li>■ Electronic submission by email to <a href="mailto:EEEC@aum.edu">EEEC@aum.edu</a></li> </ul>			
<b>8.</b>	<b>Budget:</b> Funds requested are limited to: <ul style="list-style-type: none"> <li>■ student travel for research/creative activity or conferences (and accompanying faculty travel)</li> <li>■ student pay</li> <li>■ other minor research expenses</li> <li>■ \$3,000 or less is requested. * <i>The typical amount allocated for each proposal is \$3,000, but proposals for special projects or from faculty with a history of successful UGRCA funding may request up to \$6,000.</i></li> </ul>			

Applicant:.....\_ Chair: .....

Date:..... Date:.....

**Budget Summary**

The budget section provides reviewers with a clear line-item explanation of how grant funds will be spent. Money may only be requested for undergraduate student travel (and accompanying faculty travel), undergraduate student pay, and other minor expenses related to RCA. Conference registrations may be included. Budget requests should be reasonable and necessary for the research described. No more than \$3,000 is to be requested in one proposal. Any funding awarded must be spent in compliance with AUM’s policies.

<b>Amount Requested</b>	<b>Purpose</b>
\$ 0.00	<b>Total</b>