

College of Arts & Sciences
Caine School of the Arts
UtahStateUniversity

**Undergraduate Research & Creative Opportunity (URCO) Matching Funds
Proposal Cover Page**

All awards will include \$250 matching funds from the Caine School toward the \$1,000 URCO scholarship (the Office of Research provides the other \$750). Awards may also include up to \$500 from the Caine School toward \$1,000 for eligible project expenses (the Office of Research also provides up to \$500 – the Caine School of the Arts and Office of Research split these expenses 50/50).

The deadlines for consideration are each February 5, June 5, and October 5; note that these internal deadlines are 10 days prior to the Office of Research URCO deadlines. You **MUST** submit your materials by the **INTERNAL DEADLINE** to be considered for an URCO grant.

In addition to this cover page, students must submit the following:

- A project abstract: A 1-2 paragraph summary of the proposed project. *This should be written using language that people who are not familiar with your discipline can understand; avoid jargon and technical terms.*
- The following URCO proposal elements, which are also required by the Office of Research.
 - Proposal Narrative (2,500 word maximum)
 - Timeline (Using the template provided by the Office of Research)
 - Education Plan
 - Budget & Commitment (Using the template provided by the Office of Research)
 - Faculty Mentor Letter of Support
 - Students' Curriculum Vitae (CV)

Detailed instructions for preparing these documents, including required templates and samples of successful proposals, are available at: <https://research.usu.edu/urco/>

All materials must be combined into a single PDF file and submitted to C.maughan@usu.edu.

The deadlines for consideration are each February 5, June 5, and October 5; note that these internal deadlines are 10 days prior to the Office of Research URCO deadlines.

Student Name: _____

Student A Number: _____

Faculty Mentor: _____

Project Title: _____

Total Budget: _____ Caine School Matching Funds Requested: _____

By signing below, we acknowledge that:

- We have reviewed all guidelines related to matching funding requests posted on the Caine School website.
- The applicant must present outputs of the project at Research in the Arts Day in April. If this is not possible, they must present at USU's fall or spring Student Research Symposia.
- We will provide the Caine School with a copy of the project's final report within 2 weeks of completing the work.
- The Caine School funds will be awarded only if the Office of Research funds this URCO project.
- We are responsible for overseeing any funds awarded in accordance with all USU policies, and will work with our department staff to access the funds.

Student Signature

Faculty Mentor Signature