



2024  
UNDERGRADUATE RESEARCH & CREATIVE ACTIVITY  
(URECA)

UNDERGRADUATE STUDENT AWARDS

APPLICATION GUIDELINES



**Deadline: 5:00 pm, Monday, November 20, 2023**

**Deadline for proposals which include  
infrastructure/facilities elements: 5:00pm, November 13, 2023**

**Purpose:**

UAS announces a competition for undergraduate student awards in research and creative activity.

**Eligibility:**

1. Current University of Alaska Southeast students (full or part time; Juneau, Sitka, and Ketchikan campuses). Priority will be given to those students who have been accepted into a degree program.
2. Students in good academic standing.
3. The project or activity must be associated with a UAS faculty mentor who will agree to review this application prior to submission, and then participate as both project and presentation mentor.
4. Any student engaged in a research project or creative activity beyond regular catalog class requirements. If students wish to have transcribed credit for their URECA activity, they may work with their faculty mentor to register for individual research credits (-398, -498).
5. The award must be used for activities or expenses associated with a research project or creative activity, and cannot be used for: (a) personal expenses, (b) salaries, (c) stipends, (d) tuition, or (e) academic expenses like classroom textbooks. Travel that allows a student to engage in research or creative activities (e.g. collecting materials, field work) including conference travel will be supported.
6. Students will be asked to produce work that can be shared within their artistic or research community (e.g. conference paper, gallery showing, reading, manuscript, publication, blog post or newspaper article). The final product should be a direct result of the activities engaged in for this project.

### **Amount and duration of award:**

Awardees will receive up to \$2,500 to facilitate a project. Awards will be announced on or before December 15, 2023. The duration of this award is from January 22, 2024 - June 15, 2024. All award funds must be expended before June 15.

### **Proposal Requirements and Submission Instructions:**

Send the following to *both* Charmaine Lewis [cmrobinson7@alaska.edu](mailto:cmrobinson7@alaska.edu) and Kelly Jensen [kmjensen@alaska.edu](mailto:kmjensen@alaska.edu):

1. An email-letter of introduction that briefly describes you and your project, and addresses the eligibility criteria. In that email, also outline how you will address applicable COVID guidelines and protocols.
2. Once you have sent your email introduction (step 1), prepare your application using the link to the Google Form provided on the URECA website ([uas.alaska.edu/research](https://uas.alaska.edu/research)). You may wish to prepare your Project Description prior to beginning the application. You will not be able to revise your application once submitted.
3. In the Google Form, attach a letter of commitment written by your UAS faculty mentor indicating that they have reviewed your application, will meet regularly with you, and will review your presentation and final products.
4. In the Google Form, attach an electronic copy of your UAS transcript (unofficial is acceptable).
5. Submit your application form.

### **Review Process & Criteria:**

Proposals will be reviewed by members of the UAS Research and Creative Activity Committee and will be judged based on the following criteria:

1. *Eligibility* – Is the student eligible for the award based on the requirements above?
2. *Purpose* – Is the objective or aim of the activity clear?
3. *Merit* – Is this activity or project evidence of extraordinary scholarship, effort, and academic achievement?
4. *Likelihood of Success* – Is the student likely to achieve his/her goal based on the information provided, his/her experience and track record, support from a faculty member, and/or other resources that support the project?
5. *Budget Justification* – Is the need for funding clear and justified, and are the requested funds sufficient?
6. *Quality* – Is the proposal document itself clear, concise, and well written?

**Post-award conditions:** Awarded students will be required to:

1. Attend a mandatory orientation session in January prior to any expenditures.
2. Return any URECA-purchased item with a useful life of one or more years to the university, for future use by other students and faculty.
3. Submit a final report (template to be provided), including a project photo, no later than July 15, 2024.
4. Participate in the URECA Symposium held in 2024 or an alternately-approved UAS student symposium.

**Contact:** Questions? Contact committee members Charmaine Lewis or Kelly Jensen.