



EMORY

Undergraduate
Research Programs
Pathways Center

Independent Research Grant Application Instructions

The Independent Research Grant application is available via the College Connect Application Center. You can save your application and come back to it at any time. A complete application includes the following:

1. Letter of Support from your Faculty Mentor

- The faculty mentor is the faculty member who will oversee and can comment on the proposed project. Any Emory faculty member is eligible to support a College student for a URP grant. This letter of support will be a form that the faculty will complete that will demonstrate the student's academic background, work ethic, overall potential as an independent researcher and scholar, and the mentor's willingness to mentor the student and his/her project.

2. Unofficial Transcript

- You may download a pdf of your unofficial transcript from OPUS.

3. Project Proposal – Author a one- to two-page research project proposal

- The project proposal together with your budget is the core of your application. Your proposal should explain the academic significance of your research while also explaining to the committee the details and methods you plan to use. In your proposal, explain what is to be done, where the research will be carried out, what the final product, and a projected project timeline. Further instructions can be found [here](#).
- **Format:** Single-spaced, 1-inch margins, 12-point font.
 - Please include references/bibliography on a separate page (no more than 1-page in length).
 - Figures of previous findings can be included as an additional one-page appendix and referenced in the proposal.

4. Detailed Budget – Complete the [Budget Spreadsheet](#) and [Budget Justification Form](#). Make sure to read over the [instructions](#) for the budget.

- For grants not involving international travel, the total award should not exceed \$1000 (the application may be for a lesser amount). For grants involving international travel, the award may request up to \$2500.
- The budget should match the proposal goals, providing some itemization and justification for costs. Please include vendor name and product quotes. Include shipping and handling costs, if applicable. Make your cost estimates credible and realistic.
- If your project involves travel, the budget must include a detailed breakdown of travel costs.
- For Study Subject payments, please indicate how participants will be compensated for participating in your study. Make sure to justify the costs and confirm the costs with your mentor.
- A brief explanation of the expenses using the [Budget Justification Form](#) of why each item is

important for the project.

- The final version of your budget should be approved by your mentor.

5. Personal Statement (500 words or less)

- This 500-words or less statement should demonstrate that you have the qualities of a successful researcher. Demonstrating both your **intellectual merit** and the **broader impact** of you and your work.
 - You can demonstrate **intellectual merit** through academic performance and/or honors; how you've analyzed and resolved a problem; previous work on a research team; how you have overcome obstacles and learned from your mistakes; etc.
 - **Broader impact** can be demonstrated through previous and proposed research with broader impact outcomes, educational outreach with lay audiences, engagement with diverse audiences, other research experiences, and activities that are complementary to the research project you are proposing. Examples could include your advocacy for research funding, how you have improved public science literacy, how you have engaged with diverse audiences about your work, history of service learning or study abroad, demonstrated leadership and teamwork, efforts you have made to teach or mentor someone, etc.

6. Current CV/Resume

- Make sure to highlight your previous research experience/s.

7. Include the [Independent Grant Approval and Signature Page](#)

- The final version of your proposal and budget should be approved by your mentor.
- You must upload this document to your application in order to be considered for the granting application.

8. Other Requirements (*if applicable*):

- **IRB Approval Documentation**
 - If your project involves human subjects (including experiments, field research, interviews, surveys, or questionnaires), you may need approval by the Institutional Review Board (IRB) before beginning your research. For any project involving human subjects, before funds are dispersed (but not before application to URP) you must provide either certification of approval or a letter indicating that approval is not necessary ([Emory IRB](#)). In your URP application, please tell the committee the status of your proposal with the IRB. Your research mentor should help with this process.
- **Institutional Animal Care and Use Committee (IACUC)**
 - If your project involves animal subjects, you will need to obtain either IACUC approval or an exemption dependent on your proposed project. You are responsible for completing all relevant online and in-person trainings prior to work with animals. If you are unsure about IACUC protocol and procedure, talk with your mentor, and also review the [IACUC website](#).
- **International Travel Documentation**
 - Students may use the Independent Grant to partially cover the cost of international travel to participate in field research or visit library and museum collections that are not available to view online.
 - Students requesting funding to travel or conduct research abroad should contact the [Office of Global Strategy and Initiatives](#) to determine if there are any travel restrictions involving undergraduate travel to the location. Any travel to restricted places will not be funded by URP.
 - For those proposing a project involving international travel, be sure to address the

additional issues listed on the [URP Website](#) under International Travel. Your proposal may be as long as 4 pages in order to allow you to address these topics:

- Personal Logistics
 - International Research Logistics
 - Cultural Experience
 - Language
 - Personal Challenges and Security
- If your grant involves international travel, you will be asked to detail your international experience.