Independent Research Grant Application Instructions

Your online application cannot be saved or returned to. Make sure that you have all your materials ready when you apply online.

A complete application includes:

1. **Letter of Recommendation**
   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 should discuss 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.

   Your mentor is more likely to write a strong, supportive letter if he/she is familiar with your performance in the classroom or laboratory, work ethic, academic background, etc. If there are things you wish to address that don't "fit" anywhere else in the application, let your letter writer know. ***It is essential that your faculty mentor have a copy of your research proposal in order to comment about your specific research plans****. Complete the Recommendation Request to have a recommendation email sent to your faculty mentor.*

2. **Unofficial Transcript**
   You may download a pdf of your unofficial transcript from OPUS.

3. **Project Proposal**
   The project proposal together with your budget is the fundamental 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. Please read the advice and instructions listed here. The final version **must** be approved by your mentor.

4. **Detailed Budget**
   When applying for a cost of research grant, you need to include a detailed budget of the whole project - even if it is beyond the Independent Research Grant funding. Please be as specific as possible and indicate the source of

those estimates. Ask your mentor to estimate the cost of specific supplies, reagents, access to facilities, animal care, housing, participant incentives etc.

1. Please read the advice and instructions listed here.

2. View the budget example for how to set up your budget.

3. Download a budget template. Create your budget using this format.

5. **One-Page Personal Statement**
This one-page 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 should illustrate these traits.

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. **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 (see IRB page). In your URP application, please tell the committee the status of your proposal with the IRB.

7. **Foreign Language Report**
If your grant involves international travel AND research that requires proficiency in a foreign language, you will need to have your language skills evaluated by a professional (if the research is international but will be conducted in English, a foreign language report is NOT required).

8. **International Background Information**
    If your grant involves international travel, you will be asked to detail your international experience.

9. **Emergency Contact Information**
    We ask that you supply emergency contact information in case there is an emergency during your research experience.

10. **Independent Grants Approval Form**
    Submit a copy of the approval form signed by your mentor.