Learning Outcomes:

Participants will understand the purpose and application process for the Undergraduate Research Fund.

Participants will have the opportunity to discuss their emerging research ideas with their peers and ask further questions about this funding option.

Participants will develop text for their research proposals.
Open the door to an exciting research experience
Opening Discussion... in groups of two.

Speaker: In two minutes or less, describe your research project/idea to another workshop participant.

Listener: Write down key words from the speakers description, at the end of the pitch spare these key words back to the speaker and let them know if any of the words were “technical language” for which you would need further clarification.

Now switch roles.
How can the Undergraduate Research Fund help me?
Funding & Guidance

• Equipment, supplies, and travel necessary for your research
• Structured supervision
• Experience putting together the components of a research proposal
How do I apply?
Online Application

- Your **application** + your **supervisor’s statement**
- Use Internet Explorer
- Submit completed form online or in person to the Office of the Faculty Registrar (Room 1006)
- **Deadline:** February 25, 2019

[artsci.utoronto.ca/current/scholarships](artsci.utoronto.ca/current/scholarships)
Your Application

- Student Information
- Project Information
  - Title, description, and details of research project
- Budget Information
- Curriculum Vitae (CV)
  - Relevant experience, courses, and awards
Tell us about your proposed research!

- **What** is it about?
  - Title
  - Who or what you’re studying
  - Objectives

- **How** are you conducting the research?
  - Methodology
  - Roles of research group members (if applicable)
  - Dissemination of results

- **When** will the research happen?
  - Timeline

- **Why** is the research important?
  - Rationale
  - Relevance to your degree
  - Outcomes
Do I need a research protocol?
• Yes, if your research will include biohazards, human subjects, or animal subjects
• You should discuss whether your research can fall under your supervisor’s research protocol or whether you need to apply for your own

Do I need special approval if I have to travel for my research?
• If you’re travelling outside Canada, you’ll need to complete a mandatory UofT Safety Abroad Workshop
• You’ll also need to submit waiver forms, passport information, and medical and contact information while abroad
Budget Information

- Provide the total, **specific** dollar amount you’re requesting
- Provide a **detailed, itemized** budget
- Do your research on costs
- It’s okay if you don’t have other sources of funding
- Equipment and supplies requested must be strictly **necessary** for your research
  - Stipend or salary requests are not considered
# Example Budget – Lab Research

## Operating Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experiment Lab</td>
<td></td>
</tr>
<tr>
<td>Chemical supplies</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Lab consumables</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Synthesis and sequencing</td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$6,000.00</strong></td>
</tr>
</tbody>
</table>

## Other Sources of Funding

<table>
<thead>
<tr>
<th>Source</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Sponsorships</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>College Sponsorship</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total Funding Requested</strong></td>
<td><strong>$2,500.00</strong></td>
</tr>
</tbody>
</table>
# Example Budget – Travel

## Travel Costs

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Flight – Toronto to San Francisco (Feb 16-23)</td>
<td>$530.00</td>
</tr>
<tr>
<td>Daily Expenses</td>
<td>Transit</td>
<td>$140.00</td>
</tr>
<tr>
<td></td>
<td>Food</td>
<td>$220.00</td>
</tr>
<tr>
<td></td>
<td>Accommodation</td>
<td>$420.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,310.00</strong></td>
</tr>
</tbody>
</table>

Sources: Google Flights, Google Travel, [LonelyPlanet.com](http://LonelyPlanet.com), [SFBayTransit.org](http://SFBayTransit.org)
Motivation... what you get out of this process?

1. A chance to receive funding for your exciting research project (short term).

2. An opportunity to refine your ideas and to practice how you articulate your emerging research interests (intermediate term).

3. A good practice for a wide array of funding proposals you will encounter later in your studies and career (long term).
Writing Activity

Applications will be judged on the quality of the proposal: It must clearly communicate the rationale for the project and state the research question(s) or hypothesis to be investigated.
Writing Activity: Mind Map

Start with your main idea or research question at the centre of the page.

Prompts to consider:
Title
Who or what you are studying
Objectives
Writing Activity: Mind Map

Draw out lines from your main idea to articulate how you will conduct the research.

Prompts to consider:
Methodology
Roles of group members (if applicable)
Dissemination of results
Writing Activity: Mind Map

Draw out lines from your main idea to articulate when you will conduct the research.

Prompts to consider:
Timeline
Writing Activity: Mind Map

Draw out lines from your main idea to articulate why the research is important.

Prompts to consider:
Rationale
Relevance to your Degree
Outcome
Writing Activity: Mind Map

Mind Maps are a useful way to visualize how words and ideas are related, these key words help to build relevant sentences, these sentences fit together and flow into paragraphs, paragraphs frame your proposal.
Know your audience.

Who sits on the Undergraduate Research Fund adjudication committee?

Faculty: Vice-Dean, Undergraduate & International

Student: Member of ASSU

Staff: Associate Director, Undergraduate Awards and Funding

Other members may include a faculty member, representative from the Office of the Vice-Dean, Undergraduate & International, and representative from the Office of the Faculty Registrar.
After completing your application...

- Make sure your supervisor completes their statement by the deadline
- You will be notified of your application result and any next steps within 6-8 weeks
- If you are granted funding, a cheque will be issued only once you’ve complied with Safety Abroad and/or Protocol requirements (if applicable)
- If you want to have a cheque issued to a lab instead of to yourself, you’ll need to tell us this as soon as you get a notification that you’ve been granted funding
Other Arts & Science funding

• Arts & Science has other funds available for international travel and research opportunities
  • Chemistry, USA, Israel, Asia-Pacific region, Slavic languages and literature
• Some deadlines are coming up in March
• For more information, visit artsci.utoronto.ca/current/scholarships
Questions about the application?

Contact undergrad.awards.artsci@utoronto.ca