Undergraduate Research Fund
Open the door to an exciting research experience
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
Eligibility Conditions

• Project has to be completed while a student is still registered in an undergraduate program at the Faculty of Arts and Science

• Project has to be completed by May of the year after the funding is granted

• Project has to be relevant to student’s degree

• Project has to be a stand-alone project, not related to a current project or already funded project

• Student(s) must be in good academic standing

• Project should be realistic with credible timelines and resource requirements
Eligibility Conditions

• Supervision must be from a faculty member with a continuous appointment in a division that offers A&S undergraduate programs at the St. George campus

• Costs and Expenses covered are for future outlays, not past

• Expenses must be reasonable and necessary (i.e. no personal computer purchases). When possible, rent or borrow rather than purchase equipment

• Requests for stipends/salaries or other expenses not directly related to the project costs will not be considered
How do I apply?
Online Application

- The URF application consists of 2 parts:
  - Part 1: Student application
  - Part 2: Supervisor’s statement

- Use Internet Explorer

- Submit completed form online by clicking the SUBMIT button at the bottom of the application (This button will ONLY work through Internet Explorer)

- If you don’t have Internet Explorer, you can fill out the form, save it and attach it in an email to undergrad.awards.artsci@utoronto.ca

- **Deadline**: February 24, 2020 at 5pm, EST

- Late submissions will **NOT** be accepted

- [https://www.artsci.utoronto.ca/current/faculty-registrar/scholarships-and-awards/undergraduate-research-fund](https://www.artsci.utoronto.ca/current/faculty-registrar/scholarships-and-awards/undergraduate-research-fund)
Your Application

• Student Information
• Project Information
  • Title
  • Project description
  • Project details
• Budget Information
• Curriculum Vitae (CV)
  • Relevant experience, courses, and awards
• Supervisor Statement to be emailed directly to undergrad.awards.artsci@utoronto.ca
• Additional considerations
  • Research protocols
  • Safety Abroad
Project Information

Tell us about your proposed research in *layman terms*:

- **What** is it about?
  - Title – please give a title to your project
  - Who or what you’re studying
  - Objectives
- **How** are you conducting the research?
  - Methodology
  - Roles of research group members (if applicable) and Supervisor
  - Dissemination of results
- **When** will the research happen?
  - Timeline
- **Why** is the research important?
  - Rationale
  - Relevance to your degree
  - Outcomes
Project Information

Do I need a research protocol?
• Yes, if your research will include biohazards, human subjects, or animal subjects
• Discuss with your supervisor if your research can fall under their research protocol or whether you need to apply for your own

Do I need special approval if I have to travel for my research?
• Yes, you’ll need to attend a mandatory U of T Safety Abroad Workshop (can be done online)
• You’ll need to submit waiver forms, passport information, medical and contact information while abroad.
Budget Information

• Provide the **specific** dollar amount you’re requesting in Canadian dollars

• Provide a **detailed, itemized** budget

• Make sure to anticipate all expenses involved in your research project

• It’s okay if you don’t have other sources of funding, but mention them if you do

• Equipment and supplies requested must be strictly **necessary** for your research
  • Stipend or salary requests are not considered
## Budget Information

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<tr>
<th>Item (Equipment, Supplies, Airfare, Accommodation, Transport, etc.)</th>
<th>Cost per Item ($ CAD)</th>
<th>Total Amount Requested ($ CAD)</th>
<th>Notes (Please provide justification for item, travel dates and the sources consulted to evaluate expenses, i.e. Google flights, Airbnb, Amazon, etc.)</th>
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What else?
After completing your application...

• Make sure your supervisor completes his/her statement by application deadline

• We will notify all applicants of award decision and any next steps within 6-8 weeks

• If funding is granted, a cheque will be issued only once the student complied with Safety Abroad and/or Protocol requirements (if applicable)
Funding Granted – Now What?
Getting Your Cheque

• Email OFR Awards undergrad.awards.artsci@utoronto.ca
  • Name of cheque recipient, if not student
    • May want to issue cheque/transfer funds to your supervisor's lab to purchase materials at discount
  • When Safety Abroad requirements are completed
  • When REB approval is granted
  • The cheque will not be issued if OFR is not emailed with relevant information

• OFR Awards will submit information for payment and will email the student when the cheque is ready for pick up

• Bring valid photo ID to pick up cheque from Faculty Registrar’s Office, Sidney Smith Hall, Room 1006
Once Project is Completed

• Complete Follow up and Expense Report
  • Have the objectives of your project been satisfied
  • What have you learned
  • May we share your project proposal/findings with others
  • Share your expense receipts
Questions about the application?

Contact undergrad.awards.artsci@utoronto.ca
Other Funding Sources
Other Funding Sources

• Walter and Mary Tuohy Award in Arts and Science
• Dr. David Chu Scholarship in Asia Pacific Studies
• Andrea and Charles Bronfman Student Awards in Israeli Studies

• Ask your College
• Ask your Department