



UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE



Undergraduate Research Fund



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Open the door to an exciting research experience





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**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 within 1 year of funding, or time of graduation, whichever comes first.
- 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



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How do I apply?



Online Application

- The URF application consists of 2 parts:
 - Part 1: **Student application**
 - Part 2: **Supervisor's statement**
- Submit completed application forms to undergrad.awards.artsci@utoronto.ca
- **Deadline:** will be updated on the A&S Scholarships website and Award Explorer (links below) in September for that academic year
- <https://www.artsci.utoronto.ca/current/faculty-registrar/scholarships-and-awards/undergraduate-research-fund>
- <https://awardexplorer.utoronto.ca/>
- Late or incomplete submissions will **NOT** be accepted



Your Application

- Student Information
- Project Information
 - Title
 - Project description – clearly communicate rationale for the project and state the research question(s) or hypothesis to be investigated
 - 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 – Travel outside of Canada



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



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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



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**Funding Granted –
Now What?**



Getting Your Funds

- If funding is granted, payment will be via ACORN and funds will be directly deposited into your Canadian bank account. To set up direct deposit with your financial institution, an online tutorial is available here: <http://help.acorn.utoronto.ca/faq/direct-deposit/>.
- Projects that involve travel outside of Canada, students must complete the Safety Abroad process before your funding can be released. For more information on travel approval, please contact safety.abroad@utoronto.ca
- Funding for projects that require REB Protocol will only be released once the student has confirmed with the Undergraduate Awards Office that a protocol has been obtained.



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



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Questions about the application?

Contact undergrad.awards.artsci@utoronto.ca



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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