UConn Co-op Legacy Fellowship - Change Grant

Individual Application Outline – 2024-25 Academic Year

The following document outlines information that will be collected in the online Change Grant application. Your application must be submitted online through the Quest Portal – https://quest.uconn.edu.

GROUP APPLICATIONS: There is a separate application outline for group project proposals. Please review that outline for guidance on what to prepare for the online application.

2024-2025 Academic Year Application Timeline:

The Change Grant application will open on August 26, 2024, and close on February 28, 2025. Applications will be reviewed monthly starting in October 2024. **Students are encouraged to apply early. Awards will be made until funds are exhausted.**

Applications must be submitted by 11:59pm on the last day of the month in order to be considered for review in the following month. For example, for the application to reviewed in October, it will need to be submitted no later than 11:59pm on September 30th.

For additional details on the application process and timeline, go to https://ugradresearch.uconn.edu/change.

CONTACT INFORMATION

- Name
- Student Admin #
- Email
- Cell Phone Number
- Home/Permanent Address
- Local Address
- Expected Graduation Date
- G.P.A.
- UConn Campus
- Major 1, School/College
- Major 2, School/College

CHANGE GRANT PROJECT PROPOSAL

- **Project Title**
- **Project Summary:** Provide a 1-2 sentence summary of your proposed project (maximum 300 characters, with spaces)
- The Change Grant program honors the legacy of the UConn Co-op by supporting projects that align with the UConn Co-op's commitment to **public engagement and social impact,** and express the core values of the UConn Co-op: **innovation, leadership, and service**. Please explain how your proposed project aligns with the focus of the program. (maximum 1500 characters, with spaces)

UPLOADS

The following materials will need to be uploaded as PDF files.

Upload guidelines:

- In the header of each page, please include your name, the page number, and the application section (Project Proposal, Personal Statement).
- Take care to cite references appropriately. References can be included as an additional page at the end of the PDF file you upload. References will not count towards the page limits.
- Please adhere to the page limits and format requirements indicated below.

Project Proposal (4-pages maximum, double-spaced, 12pt. Times New Roman font, 1" margins): Describe your Change Grant project, including project goals, implementation plan, and project impact.

The prompts and text length recommendations below can be used as a general guide to structure your project proposal. Every project is different, not all prompts will be appropriate for all projects.

- 1 Page: Overview/Background - Describe the goals and objectives of your Change Grant project. In your description, you should discuss the following, as appropriate, for your project:
  - o Problem or issue your project will address
  - o The population or community you will serve
  - o The unmet need your project fills
  - o The research question(s) you will seek to answer
- 1-2 Pages: Implementation Plan - Provide a detailed outline of your plan for addressing, implementing, and/or achieving your project goals and objectives.
- 1 Page: Significance & Impact - Describe the significance of your project and the impact you hope to see on your field, the community, and/or the problem your project addresses. Discuss how you will assess the success of your project and/or measure the impact of your initiative.

Personal Statement (2-pages maximum, double-spaced, 12pt. Times New Roman font, 1" margins): Describe your skills, qualifications, and preparations for this project. Explain why this work is personally meaningful to you and the significance of this project to your academic studies, future professional aspirations, and/or personal goals.

Budget: Using the budget worksheet on the Change Grant website, provide an estimate of the expenses required to complete your project.

Optional: Upload any additional materials that support your proposal. This may include digital files such as modules or lesson plans; an art or music portfolio showcasing previous work; survey or focus group questions; data, diagrams, charts, or graphs; design schematics or illustrations; or any additional materials you would like to share with the review committee. Explain what you are uploading here, and attach your files.

- Please Note: There is a maximum of 5 files. For large files (such as videos or multimedia files), you may opt to provide a link to your online portfolio or website where these materials can be accessed.

ADDITIONAL QUESTIONS

Timeline: Provide your target project start date and completion date.

Have you applied for and/or received funding for this project from other programs or sources? If yes, please explain what that funding is or will be supporting and why you need additional support from the Change Grant.

Permission to print transcript: The Office of Undergraduate Research may include my unofficial transcript in my application.

Permission to access student information: The Office of Undergraduate Research may access information about me from Student Admin (ethnicity, first generation status, membership in groups such as Honors, receipt of scholarships such as Presidential Scholarships). I understand that this information will be aggregated and used to assess how representative applicants for and recipients of OUR funding are of the overall undergraduate population. If my application is approved for funding, I understand that this information may also be used to match me to an appropriate funding source.

Press releases: If awarded a UConn Co-op Legacy Fellowship - Change Grant, I give the office of Undergraduate Research permission to include my name, project title, and project summary in press releases and on the Office of Undergraduate Research website.

PROJECT MENTOR RECOMMENDATION

Applicants must secure a project mentor from the University community (faculty or professional staff). As part of the application process, project mentors need to complete an online recommendation form and mentorship agreement.

You will initiate the recommendation request via the online application system. To initiate the recommendation request, you will need to provide your mentor's name and email address. You will also have the opportunity to include a message to your recommender with the request.

Your mentor will receive an email from the application system with a link to the site where the recommendation form and mentorship agreement can be completed. **You are encouraged to start your application in the online system and submit your recommendation request well in advance of your target submission date to give your mentor ample time to complete the recommendation form.** The application can be submitted while the recommendation is pending.

Please note that the mentor recommendation and mentorship agreement is confidential. Applicants will not be able to view the recommendation.

PARTNERSHIPS – LETTER OF SUPPORT

Does your project involve collaborating with an organization outside of UConn?
If yes, we require a letter of support from the organization indicating that they are aware of the proposed project and are willing to collaborate with you on the project.

You will request letters of support via the online application system by providing the first and last name and email address of your organization contact. Your contact will receive an email from the application system with a link to the site where the letter can be uploaded. Alternately, letters of support can be submitted directly via email to Melissa Berkey, Melissa.berkey@uconn.edu.

RESEARCH ETHICS

You will be asked the following questions in your Change Grant application. **Not all questions may apply to you.** For those that do apply, make note of the information and/or documentation you will need to provide.

If applicable, students are responsible for working with their mentor and the Office of Research Compliance to ensure that their project has the approvals necessary to begin their research, and for submitting verification of this authorization to the Office of Undergraduate Research. This process can take months in some cases, so please plan accordingly.

Does your project involve research with human subjects?
- If "Yes," you will be required to submit a PDF copy of your IRB approval letter prior to disbursement of funds. If you are a student researcher on a faculty project, you will need to provide a PDF copy of the PI's approval letter and a PDF copy of the validated Appendix A listing you as a student researcher on the project.

Does your project involve research with animal subjects?
- If "Yes," you will be required to submit a PDF copy of your PI's IACUC approval letter and a PDF copy of Appendix C (with approval dates) listing you as a student researcher on the project prior to disbursement.

Does your project involve the use of biological agents, toxins, and/or recombinant DNA (rDNA)?
- If "Yes," you will be asked to provide verification that you have completed the appropriate laboratory safety training (through Environmental Health and Safety) for this type of work prior to disbursement of funds.
- If this biological research involves the use of recombinant or synthetic nucleic acid molecules that are covered by the NIH Guidelines, you will be required to submit a PDF copy of your Faculty Advisor's IBC approval letter prior to disbursement of funds.

Does your project involve the use of human embryonic stem cells and/or iPS cells?
- If "Yes," you will be required to submit a PDF copy of the SCRO Amendment letter which approves the addition of group members as student researchers on your faculty advisor/PI's project prior to disbursement.

INTERNATIONAL TRAVEL

THIS SECTION ONLY NEEDS TO BE COMPLETED IF THE PROPOSAL INVOLVES INTERNATIONAL TRAVEL.
Students interested in traveling outside the United States as part of their projects must demonstrate that they have made adequate preparations for the logistics and challenges of service initiatives, project work, research, creative work abroad. While these preparations can be furthered and finalized as the project progresses, the review committee will look for evidence that applicants have begun researching these matters as part of their assessment of the viability of the project.

Does your proposed project involve international travel? If "Yes," you will be asked the following questions:
- To which country (or countries) would you be traveling? Within the country (or countries) to which you would travel, where would you be conducting your project? Please be as specific as possible.

- Please explain why travel to the location(s) indicated are necessary for achieving your project goals and objectives. How did you determine that this country (these countries) were appropriate locales in which to conduct your project, service initiative, research, or creative activity?
- If English is not in common usage, please discuss your level of proficiency in the relevant language(s).

ACADEMIC INTEGRITY

Please be aware that the final question on the application will ask you to certify that you have prepared your application materials in accordance with University standards for academic integrity. You can learn more about academic integrity at www.ugradresearch.uconn.edu/academic-integrity/.