Caxide Scholars Program

APPLICATION OUTLINE

The following document outlines information that will be collected in the online Caxide Scholars application. The online application is submitted through the Quest Portal, which can be accessed via the Caxide Scholars website - http://ugradresearch.uconn.edu/Caxide.

Summer 2027 Funding Application Deadline: Monday, December 14, 2026, 11:59pm

GENERAL INFORMATION

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

PROJECT OVERVIEW

Project Title

Project Summary (maximum 300 characters, with spaces): Provide a 1-2 sentence summary of your Caxide Scholars project.

PROJECT UPLOADS

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

Project Proposal (4-pages, double-spaced, 12pt. Times New Roman font, 1" margins): Describe your Caxdie Scholars project and provide a detailed plan for completing the proposed project. Explain the significance of this project to your field and/or the broader community.

Reading and Background Research (2-pages, double-spaced, 12pt. Times New Roman font, 1" margins): Choose the prompt below that best suits your proposed project. You may also tailor your response to incorporate elements of two prompts if your project spans project types.

> **General:** Describe how you've gone about developing your idea. Outline what you've read, who you've talked to, and anything else that you have done as background investigation to prepare this project proposal.

Research Projects: Discuss and reference foundational literature you've reviewed that informs your research question(s), objectives, and methods, and demonstrates your understanding of the research topic.

Entrepreneurial Ventures: Describe how you've evaluated the need your product or service will address, the market for such a product or service, and/or the viability of your prototype idea. Discuss your competition, similar products or services that have been developed and/or are currently available to consumers, and how your entrepreneurial venture or product will differentiate itself from the competition.

Creative Projects: Discuss your artistic influences, and/or discuss research you've done on art, performances or films that address topics similar to your focus. Describe how your work differs from what has been done or what is currently being done.

Community Service Initiatives Projects: Describe information you've gathered to determine the needs of the population or community your project intends to serve. Discuss the services already offered and/or organizations that are serving your target population or community, and how your initiative will fill the needs not currently being met by existing programs or organizations.

Qualifications (2-pages maximum, double-spaced, 12pt. Times New Roman font, 1" margins): Explain the qualifications, skills, and abilities you possess that will enable you to complete this project successfully. Describe academic, work, and/or personal experiences that have prepared you for this project.

Personal Statement (2-pages maximum, double-spaced, 12pt. Times New Roman font, 1" margins): Describe why this work is personally meaningful to you, what you hope to learn, and the significance of this project to your academic studies, future professional aspirations, and/or personal goals. Describe any additional factors in your background or life experience that would help you benefit from this opportunity. Discuss social, economic, educational, or other obstacles, as appropriate.

Timeline (no page limit): Please upload a timeline for your project including start and end dates and a week-by-week listing of planned project milestones. Your timeline will be reviewed for the feasibility of completing the work proposed in the time available. (Timeline templates and samples are available on the Caxide Scholars website)

Budget (no page limit): Please upload a project budget. Your budget should be an estimate of the expenses required to complete your project. (A template and samples are available on the Caxide Scholars website)

Optional: Supplemental Materials (up to five files): Do you wish to upload any supplemental materials? If yes, explain what you are uploading and attach your files.

Upload guidelines:

- **In the header of each page, please include your name, the page number, and the application section (Project Proposal, Reading and Background Research, Personal Statement).**
- **Take care to appropriately cite letter of support.**
- **Please adhere to the page limits and format requirements indicated below. In fairness to all applicants, content that exceeds page limits will not be reviewed.**

ADDITIONAL QUESTIONS

All Caxide Scholars projects must have appropriate mentorship and must be in place prior to the application.

Who is your project mentor?
Please provide your project mentor's name and department.

Will your project serve as the basis for internship, fieldwork, research, thesis, or independent study course credits? If yes, please explain and provide class number, if you know it.

Agreement to present: Agree to present Caxide Scholars-funded project findings at the Caxide Scholars Symposium and at a future presentation to a relevant audience (a few examples: professional conferences and meetings, constituent and/or community meetings).

Have you applied for and/or received funding for this project from other programs or funding sources? If yes, please explain what the other programs or funds will be/are supporting.

RESEARCH ETHICS

Students are responsible for working with their project mentor, Research Integrity & Compliance Services, and Environmental Health & Safety 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 prior to disbursement of Caxide Scholars funds. This process can take time to complete, so please plan accordingly.

You will be asked the following questions in your application for Caxide Scholars. Not all questions may apply to your project. For questions that do apply, please make note of the information and/or documentation you will need to provide.

Where will your Caxide Scholars project be taking place? Select all that apply.

- On-Campus
    - At which UConn campus will your research be taking place
- Off-Campus
    - Please list your project location(s):

Does your project involve research with human subjects? If "Yes," you will be asked the following questions:

- Do you have the necessary IRB approval for this project?
- 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 all group members as student researchers on the project.
- If "No," please outline your plan and timeline for obtaining IRB approval.

Does your project involve research with animal subjects? If "Yes," you will be asked the following questions:

- Do you have the necessary IACUC approval for this project?

- 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 group members as a student researchers on the project prior to disbursement of funds.
- If “No,” please outline your plan and timeline for obtaining IACUC approval.

Does your project involve the use of biological materials? If “Yes,” you will be asked the following questions:

Examples of biological materials can include, but is not limited to: Recombinant or synthetic nucleic acid molecules (rsNA); biological agents and toxins; bacteria and their phages and plasmids; viruses; fungi; mycoplasmas; prions; parasites; human and non-human primate tissue, body fluids, blood, blood byproducts, and cell lines; animals; and animal remains and insects that may harbor zoonotic pathogens.

- **For research at Storrs or regional campuses**, has this biological research been approved by the Institutional Biosafety Committee (IBC)?
- If “No,” please contact ibc@uconn.edu to ensure proper approval is received prior to beginning research.
- **For students conducting research at UConn Health**, does your project involve the use of recombinant or synthetic nucleic acids (r/sNA)?
- If “Yes,” has this research been approved by the UConn Health Institutional Biosafety Committee (UCH IBC)? Please note, if selected for funding you will need to provide a PDF copy of your PI’s IBC approval letter. We will also require confirmation that your name has been added to the IBC registration. Your PI can contact the UCH IBC to add your name and receive this confirmation.

Does your project involve the use of human embryonic stem cells and/or iPS cells? If “Yes,” you will be asked the following questions:

- Do you have the necessary SCRO approval for this project?
- If “Yes,” if selected for funding 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 of funds.
- If “No,” please outline your plan and timeline for obtaining the necessary SCRO approval.

Are you conducting your project in a setting with hazards such as a lab, theater, or studio? If “Yes,” you will be asked the following questions:

- Have you completed the Employee Safety Training Assessment (ESTA) with your faculty advisor to determine which safety training courses are required for you to take in order to work where hazards are present? Please note: If selected for funding, you will need to submit a PDF copy of the email you received upon ESTA completion that lists the required courses, along with documentation of your completion of the indicated training requirements prior to disbursement of Caxide Scholars funds.

Will you be traveling in order to conduct your proposed project? If “Yes,” please select the answer(s) that describe the type of travel required for this project. Select all that apply:

- My project involves travel within the State of Connecticut, other than commuting to a UConn campus.
- My project involves travel in the United States (outside of the State of Connecticut), other than commuting to a UConn campus.
- My project involves international travel.

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 research and creative work abroad. While these preparations can be furthered and finalized during the project development stage of the Caxide Scholars program cycle, 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.

To which country (or countries) would you be traveling?

How did you determine that this country (these countries) were appropriate locales in which to conduct your research?

What are your proposed dates of travel?

Do you have a UConn-based faculty advisor (or other faculty contact) with whom you have discussed your proposed work in this country (these countries)?

- If "Yes," please provide the name of the faculty advisor with whom you have discussed your project.
- If "Yes," is your proposed work connected to this person's (these people's) work? If "Yes," how does your work connect with theirs?

Within the country (or countries) to which you would travel, where would you be conducting your project? Please be as specific as possible in naming the proposed location(s).

Where do you propose to live while working on your project abroad? Please state your proposed housing circumstance (apartment, hotel, other), with pricing and contact information.

Please describe the transportation arrangements you foresee within country (e.g., walk from housing to project site, municipal bus between project sites).

Describe how you plan to navigate language differences while abroad. If English is not in common usage, please discuss your level of proficiency in the relevant language(s) and any proposed arrangements for translation services.

Please list the names of contacts in that country (representatives of institutions or organizations, or private individuals) who support your project. Note that we may ask you for evidence of that support.

Does the country to which you intend to travel require special clearance from its government in order to engage in research activities, e.g. a project-specific research permit/pass?

- If yes, what steps will you need to take to apply for and receive this clearance?

PERMISSIONS AND ACADEMIC INTEGRITY

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

Press releases: If awarded a Caxide Scholar, I give the Office of Undergraduate Research permission to include my name, project title, and project summary in press releases and on the Caxide Scholars website.

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) and from Student Financial Aid Services (Expected Family Contribution). 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.

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/.

LETTERS OF SUPPORT - REQUEST A LETTER OF SUPPORT

One letter of support from your project advisor must be submitted as part of your Caxide Scholar application.

You will request the letter of support via the online application system. You will be asked to provide your project advisor's First Name, Last Name, and Email address. You will also have the opportunity to include a message to your project advisor with the request.

Please review the "Letter of Support" information available on the Caxide Scholar website for further guidance.