

## **Creative Arts, Research and Scholarship (CARAS) Program Project Grant Application Guidelines**

The Creative Arts, Research And Scholarship (CARAS) Program provides undergraduate students with project grants of up to \$4,000 in support of scholarly, research or creative arts projects undertaken with the supervision of a faculty mentor. The program is a collaborative effort between the Office of the Provost and the Deans of the Schools and Colleges. It seeks to encourage and support undergraduate students engaged in projects that contribute to advancing studies in their fields. The grants are competitive and limited to approximately 20 awards. One half of the research award is provided from the student's school or college, and a matching half is provided from the Office of the Provost. The program is administered by Undergraduate Studies.

### **CARAS Project Grant Eligibility and Guidelines**

- Applicants must be full-time undergraduate students. Team submissions are accepted, but all members of the team must meet eligibility requirements.
- Students must complete at least one full-time undergraduate semester after completion of the project.
- Awards are limited to a maximum of \$4,000 per student or group project.
- Students may receive only one award in an academic year.
- Students are eligible for only one university funded grant per scholarship experience.
- Tuition costs, equipment costs, and durable goods are not covered by this award.
- Supplies normally provided by the student's school/college/department are not covered by this award.
- Travel to countries under a U.S. State Dept. Travel Advisory of level 3 or 4 is not covered by this award.
- International travel is subject to Temple's International Travel Policy including any required additional applications and approvals, deadlines for which may be well in advance of travel.
- Student stipends are not awarded for projects for which a student is earning academic credit.
- Faculty mentor must be a full-time faculty member at Temple University.

### **Expectations of Grant Recipients**

Upon completion of the project, grant recipients must provide a 2-3 page summary report indicating the results of the project, its significance, and any plans to develop the work for conference presentation or publication. Grant recipients are expected to consider submitting their work to local, regional and/or national conferences and apply to participate in Temple's annual Symposium for Undergraduate Research and Creativity.

**Application Requirements** Only complete applications will be considered. All items below must be submitted **electronically** to the Designated CARAS Project Reviewer of the applicant's school/college:

- 1) **Application Cover Sheet** with signature of the Faculty Mentor
- 2) **Project Plan** including abstract and project proposal
- 3) **Budget Proposal** including budget overview worksheet and budget rationale
- 4) **Mentor Letter\*** detailing the student's preparedness to undertake the project and ability to see it to completion. The letter should also indicate the amount of support the faculty mentor will provide, the contribution of the project to the field, and the student's potential to contribute to the discipline in the future.

\*Letter of recommendation should be emailed directly from the faculty mentor to the CARAS Project Reviewer.

### **Deadline**

Completed applications must be emailed by 5:00pm on October 15\*\* (winter/spring projects) or March 15\*\* (summer/fall projects) **to the student's home school/college CARAS Project Reviewer.**

\*\*When a deadline falls on a weekend/holiday, submission due next business day.

### **Questions**

Email CARAS@temple.edu

# CARAS Program: Project Grant Application

## STUDENT INFORMATION

(For group submissions, include information on additional group members as an attachment)

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M.I.)

TUID \_\_\_\_\_ Temple Email \_\_\_\_\_ @temple.edu Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Planned Date of Graduation \_\_\_\_\_ (Semester, Year) Pronouns \_\_\_\_\_

School/College \_\_\_\_\_ Major(s) \_\_\_\_\_

Project Title \_\_\_\_\_

Project Start Date (mm/dd/yy) \_\_\_\_\_ Project Completion Date (mm/dd/yy) \_\_\_\_\_

Does this project involve international travel? \_\_\_ Yes \_\_\_ No If yes, what country? \_\_\_\_\_

Is this country under a U.S. State Department Travel Advisory of level 3 or 4? \_\_\_ Yes \_\_\_ No

To determine a country's status visit [travel.state.gov](http://travel.state.gov)

Will you be earning academic credit for this project? \_\_\_ Yes \_\_\_ No

(Students registering for academic credit may not receive a student stipend)

\_\_\_ If funded, I will submit a project plan approved by my faculty mentor specifying the dates for the periodic progress reports within two (2) weeks of the beginning of the project. In addition, I agree to provide the required end of project reports, submit my work to university-sponsored and professional forums as appropriate.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## APPROVALS

Faculty Mentor (print name) \_\_\_\_\_ Department \_\_\_\_\_

I have reviewed the attached project proposal, support the line of inquiry or work the student has indicated, and will provide support and guidance to the student as needed and warranted during the project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**THIS SECTION TO BE COMPLETED BY THE DESIGNATED CARAS PROJECT REVIEWER OF HOME COLLEGE**

Designated CARAS Reviewer (print name) \_\_\_\_\_ School/College \_\_\_\_\_

I have reviewed the attached project proposal and budget request, support the project, and agree to funding support equal to half the amount approved for the project.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

## PROJECT PLAN

### **PROJECT ABSTRACT (100-200 words)**

Please provide a brief, focused description of the proposed project. If your project is of a scientific or technical nature, your abstract should present the focus and significance of the project in non-technical terms.

### **PROJECT PROPOSAL (500-700 words)**

In a well-focused essay, describe your research/creative project. Indicate the coursework or experiences that have prepared you for this project, the project's specific focus and scope, and its significance to your undergraduate course of study and/or professional development. Be sure to communicate what the final project or deliverable will be (i.e. paper, exhibit, film, etc.). Attach additional sheets as needed.

## BUDGET PROPOSAL

The total amount requested—costs plus student stipend—should not exceed \$4,000. The major budget categories are:

### Project Costs

An itemized list of anticipated costs (supplies, materials, travel, etc.) is required. Travel arrangements are subject to Temple University's travel policy and procedure. Meals and local transportation are not eligible expenses, nor is travel to attend a conference.

### Student Stipend:

Student stipend requests should be calculated using the following formula:

$$\text{number of hours per week} \times \text{number of weeks} \times \$15 = \text{stipend amount}$$

Student stipends are not awarded for projects for which a student is earning academic credit.

N.B. Student stipends are paid in installments and require satisfactory progress report from faculty mentor before funds are released.

## **BUDGET OVERVIEW**

Estimated Costs:

Description	Amount
Supplies and Materials*	
Travel*	
Student Stipend (# hrs/wk x # wks x \$15) – enter equation here:	
<b>Total Project Budget</b> (not to exceed \$4,000)	

**Attach an itemized list of supplies, materials, or travel with estimated costs.**

## **BUDGET RATIONALE**

Please provide a justification for your budget. Be as specific and detailed as possible.