

Undergraduate Research & Graduate Opportunity (URGO)

2025-2026 Academic-Year Undergraduate Research Grant Information and Application

AWARD DETAILS

Funding is available for up to \$1,200 per grant award for 80 hours of student research. Funds can be used for research supplies and/or a student stipend (\$15 per hour). Applicants must present a budget that indicates how funds will be applied (i.e., % to student stipend and % to supplies, or full amount to student stipends). There is no faculty stipend for mentoring. Recipients of the grant are expected to fill out a project completion report (on URGO's website) and present a poster at Augsburg's student research poster symposium in April, unless an exemption is requested by the faculty mentor.

Augsburg Experience: The completion of 80 hours of research, plus a presentation, can fulfill the Augsburg Experience requirement.

APPLICATION PROCESS

The faculty research mentor should develop the research proposal with student collaboration. **Students are encouraged to join a faculty member's existing project.** Often students can work on an offshoot of the faculty member's ongoing research/creative line. Applications open September 3 and will be reviewed biweekly through October 10, the priority deadline. After that, applications will be considered on a rolling basis as funding allows; therefore, it is to the research team's advantage to apply early. Faculty members are required to submit the completed application as an email attachment to urgo@augsborg.edu indicating their approval of the project.

ELIGIBILITY

- Full-time enrollment as an Augsburg undergraduate student (12+ credits)
- Cannot receive a stipend if research is for course credit, but can receive supply monies
- Minimum GPA of 3.0; lower GPA will be considered on a case-by-case basis

SELECTION PROCESS

The URGO Advisory Committee will review applications biweekly until the October 10 deadline and/or all funds have been awarded.

Application submission dates:	URGO Advisory Committee review dates:	Notification by:
September 3 - 12	Monday, September 15	Tuesday, September 16
September 13 - 26	Monday, September 29	Tuesday, September 30
September 27 - October 10	Monday, October 13	Tuesday, October 14

URGO makes funding decisions by considering the following factors:

- Feasibility of research project/creativity activity and timeline
- Extent to which the research/creative activity will contribute to the academic discipline
- Benefit to student's learning experience
- Completeness and overall professionalism of application

All applicants will be notified via email once decisions have been made. A certain number of research slots are allocated to SSHA and STEM projects. Research teams may be waitlisted based on the number of eligible projects in these categories.

PAYMENT

URGO does not pay the student until the project is completed to the faculty mentor's and URGO's satisfaction and the Research Completion Report and W-9 has been submitted.

Questions? Contact urgo@augsborg.edu

Delete the above instructions before submitting the application

URGO 2025-2026 Academic-Year Undergraduate Research Grant Application

(Please type or PRINT clearly)

Student Information

Student Name _____ Date _____

Augsburg Email _____ Cell Phone _____

Non-Augsburg Email _____ Student ID _____

Class Year _____ Major(s) _____ Anticipated Grad Date _____

Course Load (# of credits) _____ Other Work Commitments (hours per week) _____

Cumulative GPA _____

Faculty information

Faculty Research Mentor _____ Department _____

E-mail _____ Phone _____

Anticipated Project Start Date _____ End Date (no later than 5/8/26) _____

Project Title _____

Budget

Funding is available for up to \$1,200 per grant award. The award can be spent fully on the student stipend (\$15 x 80 hours = \$1,200) or a combination of stipend and supplies not to exceed \$1,200. Please specify how the funds will be spent (attach additional pages if necessary). No faculty stipends are awarded.

<u>BUDGET ITEM</u>	<u>AMOUNT</u>
Student Stipend (\$15 per hour – Maximum is \$1,200)	_____
<u>Materials & Supplies (please list out clearly with cost estimates)</u>	_____
_____	_____
_____	_____
_____	_____
BUDGET TOTAL (not to exceed \$1,200)	_____

Project Narrative

Responses need not be lengthy, but must be clear and comprehensive. Answer each question separately using the ***EXACT HEADINGS*** listed below so the committee can locate your responses. ***Note: Please indicate if this is a continuation of an URGO summer research project; if so, background and research question can be very brief (or same as on the summer research application).***

1. **RESEARCH QUESTION.** What is the research question/problem you and your faculty mentor are working on? (Note: depending on the discipline the question might be revised: What creative activity are you and your faculty mentor proposing?)
2. **BACKGROUND/LITERATURE REVIEW.** Please provide some background information on the question/problem/creative activity and situate it in the context of your field. Make sure you demonstrate why it is important to answer said question or complete the desired creative activity.
3. **STUDENT'S ROLE IN RESEARCH OR CREATIVE ACTIVITY.** Detail the process/methods used to answer the research question or to carry out the creative activity. URGO students are most likely working with faculty on an existing project, so please describe how you have and/or will contribute to this research or creative project. Some activities include: filming scenes, video editing, recruiting participants, conducting/transcribing interviews, designing/distributing surveys, conducting experiments, recording/coding data, reviewing/summarizing literature, analyzing data, or producing a polished product intended for publication or presentation. This is not an exhaustive list of research/creative activities, so please describe in detail your proposed role in the project.
4. **TIMELINE.** Include a detailed timeline for completing the project.

5. **IRB APPROVAL.** Will your proposal require IRB approval? (Y/N) _____. Typically, if your research involves human subjects you need to obtain IRB approval. Visit the IRB committee's website for more details: <http://www.augsburg.edu/irb>.
- If you have already received IRB approval please provide the number and date:
IRB Approval Number _____ Date _____
 - If IRB approval is required and has not yet been obtained, understand that URGO funding is contingent upon the proposal meeting IRB standards.

Note: URGO may request additional information before awarding funds. Grant funds must be spent by the end of the fiscal year in which they are awarded. All funded applications require submission of URGO's Research Completion Report and W-9 prior to fund disbursement. All paperwork and reimbursement requests must be turned in to URGO by May 8th, 2026. **Stipends and reimbursement checks will not be issued if the May 8th, 2026 deadline is not met.**

PLEASE HAVE YOUR FACULTY MENTOR SUBMIT TO urgo@augsborg.edu AS AN ATTACHMENT TO AN EMAIL DEMONSTRATING THEIR APPROVAL.
