

URS Remote Winter IDEA Grant Application

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Before submitting this application, you will need to

- Mail applicable tax forms to Duke Payroll Services ([More information here](#))
- Confirm that your address listed in DukeHub is current
- Complete CITI Training "Research Misconduct (RCR-Basic) (ID 16604)" ([Find directions to complete the training and for downloading the certificate here.](#))

Student Information

First Name

Last Name

Unique ID

Major

E-Mail

Estimated Graduation Date (MM/YYYY)

Are you enrolled in Duke undergraduate classes for spring 2021?

Yes

No

If awarded this grant, funds will be mailed. Please enter the address where you'll be living over winter break.

Address

Address 2

City

State

Postal code

Country

Duke Recommender Information

An email will automatically be sent to your recommender after submitting this application asking them to complete a recommendation form. Please take the responsibility to make sure that they received the email, and be careful to enter the CORRECT email for your recommender.

Recommenders must be staff or faculty affiliated with Duke. It is not necessary for the recommendation to come from a formal mentor within your current major.

Recommender First Name

Recommender Last Name

Recommender Email

What is their role at Duke?

Proposed Project
Project title

Provide a short project proposal including the research question and how you plan to address it.

Please paste this into the box below, as you will not have the option to upload a document.

What are your individual (or personal) goals for this project?
(1000 character max)

Do any of the following apply to you or your project?

Please select all that apply.

Energy Related Project

COVID-19 Related Project

Pratt Student

Trinity Student

Community-Engaged Research

Humanities Research

Global Health

Bass Connections Project

Budget

Please enter your budget, **itemizing expenses and their proposed use.**

Note:

- The maximum award for this grant is \$300
- Among other things, URS Remote Winter IDEA Grant funds may be used to purchase equipment specifically related to supporting remote research or projects this winter break. Examples include software licenses, transcription fees, survey participant incentives, mTurk survey participants, conference or meeting registration fees, fees to access journals or digital archives not available through the Duke Library, books (not course-related text books) and manuscript publication fees.
- Funds may NOT be used for computers or other technology, travel, housing, food, on-campus research, credited courses, or salaries.
- If you have questions about what might be funded, please reach out to ursoffice@duke.edu before applying.

Budget Total (Should be the sum of itemized list above)

Are you receiving other funding over winter break?

Yes

No

Please list other funding you are receiving. List the organization giving it to you and the amount.

Conducting research is an opportunity to discover, learn, observe, and contribute to scholarly work; and it is also a privilege that comes with great responsibilities to conduct yourself and your research with integrity and honesty.

URS requires URS grant applicants to complete the “Research Misconduct (RCR-Basic) (ID 16604)” course offered through Duke CITI Training in order to be eligible to receive the grant.

[Find directions to complete the training and for downloading the certificate here.](#)

Please upload your certificate of completion here. Training may have been completed at any time during your undergraduate career at Duke.

Does your project involve research with human subjects?

Yes

No

Please state your IRB protocol approval number (XXXX-XXXX)

ONLY APPLICABLE FOR THOSE CONDUCTING RESEARCH WITH HUMAN SUBJECTS

Using Awarded Funds

If awarded, I agree to spend funds in accordance with the items and amounts listed within this application and subsequently approved.

I agree.

Disbursement of Funds (If Awarded)

If you are awarded this grant, funds will be disbursed through a non-compensatory payment. This will be done via check mailed to you at your address in Duke Hub if you do not have direct deposit set up for non-compensatory payments. Note that the non-compensatory direct deposit payment system is separate from regular payroll. Direct deposit does not transfer from one system to the other unless you have pre-arranged this with Duke payroll.

For successful applications received by November 30, 2020 at 10:00 am (with recommendation) funds will be made available around December 15, 2020.

If submitting your application after November 30, 2020, funds will be made available in the next university billing cycle on January 31, 2021.

Please confirm that your address is current in Duke Hub and that you are aware of the payment dates above.

I confirm that my address is current in Duke Hub and I understand the payment date deadlines.

I confirm that I have non-compensatory direct deposit set up (different from regular payroll direct deposit) and I understand the payment date deadlines.

Other

Tax Forms

You are responsible for completing applicable tax forms for your award. Review tax forms [available at this link](#), complete applicable forms, and mail to Duke Payroll Services before submitting this application. Signatures must be original.

Please confirm that you have completed these forms (if applicable), and mailed them to Duke Payroll Services.

I have completed the tax forms that pertain to me, and mailed them to Duke Payroll services.

I have reviewed the available tax forms, and determined that they are not applicable to me.

COVID-19 Pandemic Conditions

I understand and agree that, consistent with current Duke policies, I may not and will not travel using URS Funds and that I must perform and complete the project through remote means at a safe isolated location, such as my home. In line with this restriction, I may not use URS Funds for travel, including without limit, to purchase tickets or pay for lodging.

Further, with regard to activity that is independent of Duke funds or support, I hereby acknowledge and understand that Duke strongly discourages me from engaging in activity that involves exposure of myself to others who might be contagious, or activity through which I might pass along the virus to others. Broadly speaking, Duke strongly encourages me to engage in physical distancing while engaged in research activities. The simplest and most common way to do this is for me to engage in activities through remote means at a safe isolated location, such as my home.

I understand and agree to abide by these COVID-19 Pandemic Conditions.

Agreement

By January 31, 2021, I agree to submit a photo of myself working on my project, with a brief, 1 paragraph summary of my project to ursoffice@duke.edu.

By submitting this information, I agree that it may be used for promotional purposes for student research opportunities within Duke University.

Check this box to confirm you are a Duke University student and that you agree to the terms detailed above.

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