

Guidelines for Applying for Georgia Tech Presidents Undergraduate Research Awards (PURAs)

This student award program is designed to assist an undergraduate student/faculty team in conducting undergraduate research for a specific semester. Funding is available for student salary (research for pay) or student travel to a professional meeting to present a paper or poster. The STUDENT must write the proposal outlining why the research is important to conduct and how the research will be conducted in general. Any proposed experiments and data collection, parameters to be optimized, and other important factors should be discussed. Applications are awarded based on a student's clear statement of purpose and solid understanding of the problem to be solved or new area being investigated. Other variables such as GPA, research experience, and student class (fresh, soph, junior, senior) can be used to help decide awards depending on the size of the application pool. Although many research centers and faculty have teams of graduate and undergraduate students working on research with post-doctoral students, each student should have a faculty or research scientist (GTRI) mentor.

Application:

The application consists of two parts:

- 1. Online Application Form.** This form serves to provide the office with basic information about the student and a proposal for the research project.
- 2. Recommendation from Faculty Mentor.** Your proposed faculty mentor should send an email to PURA@gatech.edu with a recommendation for your award. In the very least, it should contain a statement (such as the following) acknowledging that the student is submitting an application and that he/she agrees to mentor you):

I agree to, if funding is awarded, to mentor <insert student name here> during the <insert semester here> semester on the project entitled “ <insert project title here>” and to provide a short summary of the student's educational progress and written feedback on the PURA program at the end of the semester.

However, more detailed faculty recommendations assist the selection of awards.

Each student will receive an email confirmation from the UROP office once the email from the faculty mentor is received. If you do not receive one and believe that the email has been submitted, please contact the office. Please allow at least 3 business days for a response.

It is the student's responsibility to make sure that the faculty mentor's email arrives on time. Students should plan ahead to account for mentors being out of town, etc.

Application Tips & Criteria:

Research involves the creation of new knowledge in a field and transmittal of that new knowledge through communication with others. While it is recognized that research often involves tedious or repetitious work, funds for undergraduate research should not be used, for example, to just clean lab glassware or copy articles in the library. The undergraduate should be actively involved in the creation of new knowledge with faculty mentoring.

1. Students who apply must be in good academic standing at the time of application and have a cumulative 2.0 grade point average. Students can be either U.S. or non-U.S. citizens and may from any class or college/school at Georgia Tech. Students from GT Savannah are eligible, as are joint degree students.
2. Currently only one salary award per curriculum year (summer, fall, and spring) is allowed per selected student due to funding limitations. Students are allowed to apply for student travel in a semester subsequent to a student salary award. The award amounts are:
 - a. Student Salary -Each student awardee will be allocated *up to* \$1500 salary to be used during the specific semester of application. Number of hours worked will be determined jointly between the faculty mentor and student awardee. Suggested hourly rates are: \$7 (fresh); \$8 (soph); \$9 (jr.); \$10 (senior).
 - b. Student Travel- \$1000 maximum; \$500 is allocated for shorter trips. Student is required to give a paper or poster and show documentation (i.e., copy of conference program) of presentation.

Each term there are more applications than can be funded. Non-awardees are encouraged to continue doing research and re-apply.

3. The proposed research section is the main criteria by which the salary application is judged. It should be longer than just a few sentences – we suggest several paragraphs. Your proposed research section should contain information on the following, as appropriate:
 - a. Overview of Proposed Work
 - b. Objectives & Goals for Semester's Research
 - c. Methods/Techniques to be Investigated or Used and/or Background Work that relates
4. Travel applications should contain the following information:
 - a. Overview of the work to be presented
 - b. Information on presentation – conference name, locations, dates
 - c. Format of presentation
 - d. Cost estimates (registration fee, airfare, hotel, food, rental car (if needed), etc.)
 - e. Cost-sharing available or applied for

Additional Award Information:

1. Undergraduate students at Georgia Tech are not allowed to perform research for pay and receive course credit at the same time. Monies not used in the semester applied for will revert back to the Institute for reallocation by the PURA office – both salary and travel money. ***Students who decide not to use their PURA award should notify the UROP office before the start of the first day of classes so that the funding can be allocated to another deserving student.***
2. **Students who accept a salary award are required to sign up for the Research Assistantship (XX2698 or XX4698) in the appropriate school of the faculty mentor.** This audit, non-billable course will be listed on your transcript and will indicate the number of hours the student performed research for pay. The hours for this audit class do not count toward graduation. You should ***NOT*** sign up for 2699 or 4699 or any other special problems course. Students are not allowed to receive both pay and course credit at the same time.

For example, if your faculty mentor resides in Mechanical Engineering, you would sign up for either ME 2698 or ME 4698 depending on your class status. For each 3 hours of research

expected per week, a student should register for 1 hour. For example, if you work on the project 10 hours per week, you should register for 3 hours. Students on co-op or involved with other full-time paid internships may not accept PURA salary monies during the same semester in which they are enrolled in co-op or internship. Permits are required to register for these courses. Please follow the procedures for permits that exist in your faculty mentor's school. **Please submit your permits several days before the last day to add courses**, as many times several signatures are required before a course can be created for the student and a registration code provided.

3. Students that are awarded salary will be put on the payroll in the faculty mentor's school and *must* fill out time sheets for hours actually worked. State regulations require that monies disbursed for travel be for the actual amounts spent on transportation, meals, registration, etc. up to the maximum awarded by PURA. Students pay for the trip up front and then file for reimbursement upon their return. Receipts and a travel form must be submitted. The financial manager/officer in the faculty mentor's school/college will assist with funding details. Further detailed information will be provided to each student/faculty pair upon award including the school/college point of contact for financial matters.
4. A final report is due the last day of finals to the UROP Office. This report should include a short report written by the student and signed by the faculty mentor. The report should briefly outline what the student did and accomplished during the semester or what travel took place. Please indicate how the student disseminated and articulated his/her research efforts, if appropriate. Both students and faculty will also be asked to complete a short questionnaire about the PURA program and experience. *A form and survey will be sent to each PURA awardee in mid-semester.*

Award Notification:

Award notification will be sent out to the student/faculty pair before late registration for the semester applied for. Funds will be sent to the school/college of the faculty member for disbursement just prior to the semester funding is requested.

Questions? Please contact the UROP office at 404-385-7436 or at PURA@gatech.edu