

Form for "Complete the UROP Research Mentor Materials Grant UROP Research Mentor Materials Grant Form

UROP Research Mentor Materials Grant Application

Thanks again for mentoring a UROP research assistant for the 2024-25 academic year! Please be aware that supplementary materials grants are only given for costs incurred by working with a UROP assistant(s). Priority for funding will be given to projects and research mentors who have submitted a project to the UROP database and completed the fall UROP student evaluation; furthermore, mentors must continue to work with their student(s) through the end of Spring 2025. Please note, only the mentor who signed the compact with the UROP student(s) is eligible for UROP Materials Grant Funding. Currently, faculty may apply for materials grants of up to \$625 per UROP student assistant, with a maximum of \$1,250. Post-docs may apply for materials grants of up to \$375 per UROP student assistant, with a maximum of \$750. Graduate students or FSU Staff may apply for materials grants of up to \$250 per UROP student assistant, with a maximum of \$500. Please prioritize funding for the cost of **materials** related to the UROP students' research. While we have been able to fund some participant incentives in the past, our funding is very limited and restricted (mostly E&G with some SRAD). We have a much higher likelihood of funding requests for materials rather than expenses that cannot be covered with E&G funding. **Travel costs are not eligible for funding.** Unfortunately, we do not currently have a way to fund community/non-FSU partners. These grants are not guaranteed. Although we make our best effort to provide as much funding as possible, the materials grants are distributed on a first-come, first-served basis from a limited pool of funds. UROP Materials Grant applications are due **December 3rd, 2024**. If you have any questions, please contact UROP Coordinator, Alicia Batailles, at alicia.batailles@fsu.edu.

Research Mentor Information

Full Name _____
FSU Email _____
UROP Student Name(s) _____
Additional Mentors if Applicable _____

Research Mentor Role

- Faculty
- Postdoc
- Graduate Student
- Staff

Budget Information


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Item Name

Cost

Item 1

Item 2	_____	_____
Item 3	_____	_____
Item 4	_____	_____
Item 5	_____	_____
Item 6	_____	_____
Item 7	_____	_____
Item 8	_____	_____
Item 9	_____	_____
Item 10	_____	_____
Item 11	_____	_____
Item 12	_____	_____
Item 13	_____	_____
Item 14	_____	_____
Item 15	_____	_____

 Budget Justification

 **Required Financial Information**

Funding for the 2024-2025 program will most likely be E&G funds, so please provide the required E&G Department Number below. Your department's budget manager or financial/admin rep should be able to provide you the necessary account information. Materials Grants will be dispersed via an E&G budget transfer in OMNI, therefore accurate budget account information is critical. Funds should be spent by fiscal year end.

 **Budget Manager Information**

Please use this [spreadsheet](#) to find/confirm your budget manager's information. Once you complete your UROP Materials Grant submission, a copy will be emailed to you and your budget manager based on the email you provided.

Budget Manager Name _____

Budget Manager Phone Number _____

Budget Manager Email _____


 **Department Information**

FSU Department _____

E&G Department Number _____

- By signing this I confirm that I have read and understand the following statements.
- I acknowledge that I've checked with the appropriate budget manager to ensure the list of requested materials is fundable by my department.
- I acknowledge that software purchased with the UROP Materials Grant funding cannot be installed on a personal computer.

 **Research Mentor Signature**(Type name for signature):

 When you click the "MARK AS COMPLETE" button, this will submit your UROP Materials Grant Application and you will not be able to edit it.

DRAFT