

Undergraduate Research and Creative Activity (URCA) Grant

Purpose

The College of Fine Arts Undergraduate Research and Creative Activity (URCA) Grants are designed to sponsor the creation and presentation of original works of undergraduate student research and creative activity.

Eligibility

All current TCU Fine Arts majors in good academic standing are eligible for one URCA Grant per year. Priority will be given to graduating seniors and students who have not previously been awarded a URCA Grant. Funded activities should result in a demonstrable product (e.g. a performance, exhibition, research project, presentation, etc.). Each project must be sponsored by a TCU faculty member, who will guide the student through the project's completion, including budget and reimbursement.

Award

Grants of up to \$750 are available to reimburse project-related expenses. These may include, but are not limited to:

- Purchase of necessary materials for original research projects or for the creation of original artworks (requests for equipment may be subject to additional review; equipment requests over \$500 will remain the property of TCU upon the student's graduation)
- Rental of spaces (concert, exhibition, etc.)
- Travel and fees associated with the presentation of research or creative activity at peer-reviewed or juried venues (e.g., invited exhibitions, peer-reviewed academic conferences, invited competitions)
- Professional development expenses (e.g. workshops, conferences, etc.)

Funds **may not** be used for the following expenses:

- to provide stipends or payment for people other than the applicant (musicians, actors, etc.)
- to reimburse expenses related to food
- to retroactively fund already completed projects
- to fund projects which occur over the summer

Additional Criteria

- Grants may be combined with other internal and external funding sources, and students are strongly encouraged to apply for all available funding.
- Applicants requesting funds for travel must have their faculty sponsor register their travel with TCU Global **at least 3 weeks** before the intended trip. TCU may not reimburse travel expenses without proof of travel registration.
- All projects involving human subjects (e.g., surveys, interviews) must adhere to university policies regarding Institutional Review Board (IRB) approval.

Application Materials

A complete application includes:

1. Completed application form (found on the next page)

This includes applicant information, project title, a brief summary of the project, a line item budget, and appropriate signatures (can be signed electronically).

2. Project Narrative (up to two pages, double spaced)

This document should explain why you believe this project is meaningful to your own development and to your field of study. It should also provide a timeline for the project's completion. If you are undertaking a creative project, please provide an artistic statement and along with project goals. If you will be undertaking a research project, please provide a summary of the project and your plan for completing it.

Please keep in mind that the readers may not be from your particular discipline, so make sure your project justification isn't too technical in nature.

Application Procedure

Email the complete application as a single PDF to Tracy Rohrer in the Dean's Office at t.rohrer@tcu.edu.

Applications will be reviewed once a month, beginning on the second Monday of the month, from September until April, or as long as funds are available. All submissions will be evaluated on the merits and potential impact of the proposed project, as well as on the quality of the proposal itself. Decisions on awards will be e-mailed by the third Monday of the month in which the application was reviewed.

Post-Award Requirements

For those applicants whose proposals are funded, money will typically come as a reimbursement of expenses, not as a cash advance award. Further instructions on reimbursement will be provided in acceptance letters, but students should be prepared to work with their faculty sponsors and unit administrative assistants on grant reimbursements.

The College also requires a report of 500–1000 words describing the results of the project and how the funds were allocated. This document should be submitted to Tracy Rohrer in the Dean's Office at t.rohrer@tcu.edu by the end of the semester in which the grant was funded. Students who fail to submit their reports may not be eligible for future funding.

All questions regarding Graduate Research and Creative Activity support grants may be directed to the Associate Dean for Faculty Affairs and Graduate Programs, Dr. Martin Blessinger (m.blessinger@tcu.edu).

Support made possible through the Buie Memorial Fund for Fine Arts.

Undergraduate Research and Creative Activity Grant Application Form

Applicant Information

Name: _____ Major: _____
Expected date of graduation: _____ GPA: _____
Date of Application: _____ Faculty Sponsor: _____
Have you previously received a URCA Grant? _____

Project Information

Project Title: _____
Dates of the project (when will funds be spent?): _____
Does the project require travel? _____ If yes, has your faculty sponsor registered the travel? _____
Is this a group project? _____ If yes, please list the members of your group: _____

Brief Project Summary (up to 100 words)

Project Budget

Please note that grant funds may **only** be spent on specific items requested here (if necessary, add an extra sheet). Carefully review the grant information page to confirm expense eligibility. Grant funds are provided as a reimbursement of your expenses.

Item / Expense	Explanation /Description	Shared Expense with other TCU students?	Cost

Total Cost:

To the Faculty Sponsor: The signature below indicates that you have reviewed all elements of this application and agree to the following:

- This project is manageable and of high quality
- The budget requests are reasonable and necessary for project completion
- If the project requires travel, you have registered the project with [TCU Global](#)
- You will be responsible for guiding the student through the completion of the grant project
- You will help the student to follow TCU reimbursement procedures

Signature of Applicant

Signature of Faculty Sponsor

Please combine this form with the Project Narrative (up to two pages, double spaced) and save as a single pdf document and email to Tracy Rohrer (t.rohrer@tcu.edu) in the Dean's Office.