UCLA Undergraduate Research Center—Humanities, Arts, and Social Sciences

UNDERGRADUATE RESEARCH SCHOLARSHIP PROGRAM (URSP)
APPLICATION INSTRUCTIONS

> *All applications are accessed through MyUCLA Surveys (under the Campus Life section). If a scholarship program is offered through both Undergraduate Research Centers (the Undergraduate Research Center–Sciences and the Undergraduate Research Center–Humanities, Arts, and Social Sciences), two surveys will be available—one for each center. Be sure to apply with the correct survey, based on your discipline. Contact us if you have questions.*

This application is required for all applicants to the Undergraduate Research Scholars Program (URSP) and recipients of the Honors Programs Research Scholarships (those Honors Programs scholarships requiring a senior thesis, including: The Rose Gilbert Honors Research scholarship, Waingrow scholarship, and Weber scholarship).

Please confirm your eligibility and review program requirements at:
http://hass.ugresearch.ucla.edu/scholarships/ursp

The application has multiple components:
1. Statement of previous undergraduate research experience (if applicable)
2. Academic plan (study list)
3. Project proposal (7000 characters limit including spaces; approximately 875 words)
4. Personal statement (3500 characters limit including spaces; approximately 430 words)
5. Signed authorization and release form. See submission instructions below.
6. Letter of recommendation from your faculty mentor. Be sure to ask your faculty mentor **early** and provide him or her with the URSP Letter of Recommendation Form.
    *NOTE: Letter of recommendation is not required for recipients of the Honors Program Research Scholarships.

I. Instructions for the project proposal:
The project proposal must be at least 100, but no more than 7000 characters (approximately 875 words).

The proposal introduces the reader to the nature, context, and scope of your research or creative project. Proposals are informative and persuasive writing because they attempt to both educate the reader and convince the reader to do something (in this case, offer you a scholarship). Keep in mind that your proposal will be read by an interdisciplinary committee and your goals should be clear to a non-expert.

Your application will be judged on your ability to demonstrate the feasibility and significance of your project. The selection committee will be looking for an indication that your project will contribute a new perspective to scholarship in your field or topic.

We recommend that you develop this document in consultation with your faculty mentor and that you discuss with your faculty mentor the specific conventions of your field. The guidelines below are intended to help you organize your proposal and present your information in a way that meets the requirements of grant-giving agencies, including the Undergraduate Research Centers at UCLA.

a) Research projects (see part b for creative arts projects):

Your research proposal should address the following topics:

i. Research Question and Significance:

Describe the context and scope of your proposed research project. You should provide sufficient background information so the reader can situate your topic in larger themes and trends. Frame the research question you want to explore for a broad audience and discuss why this is an interesting and important question. Consider the following questions:

- What is new about what you are proposing?
- How will it advance or contribute to the field?
- If you are working on a larger project in a team, what is your individual contribution to this project?
- In more colloquial terms, why should we care?

In this section, also provide a **brief literature review** or discussion of how your project fits within existing scholarship. This section should demonstrate your knowledge of how other scholars have approached the topic, and the significance of your project in relation to these works.

ii. Project Design and Feasibility:

In this section, describe how you will be approaching data/sources and what type of texts or materials you will use in your project. It is appropriate to use your discipline-specific language to provide detail about how your project will unfold. Consider the following questions:

- What methods will you use to explore your research questions?
- Are these methods in keeping with traditional approaches in this research area?
- What is your expected timetable for carrying out the research?
- If this is a group project with fewer than five people, what are the responsibilities of each team member?

You should also provide a **projected timetable of your research tasks and faculty feedback** during the scholarship period. Note which research steps will be completed in each month and be sure to include time to review your data and/or write your analysis. Indicate who will be

providing feedback and evaluating your project, and according to what schedule and criteria. Be sure to discuss how often you will be meeting with your faculty mentor in advance.

iii. Anticipated Results

In this section, you will briefly discuss the **expected results** of your research. For some projects, this may be predicted outcomes based on your hypothesis and experimental methods. For others, this may be potential arguments based on your analysis and sources.

a) Creative arts proposals:

Students are welcome to propose projects or collaborations with faculty culminating in the production of original artwork, a performance, exhibition, documentary, etc. These may be supplemental to a research proposal or be the central focus of the project. Students in the arts and music should specify in their proposal:

i. Vision and context:

What is your vision for the work? What kind of reaction is expected from the audience? How does the work fit into the contemporary and historical landscape of your field? What sources of inspiration are you drawing on? Does this project relate to other works you have produced?

ii. Implementation:

What materials, tools, or techniques will be used in carrying out the project? Why are they important to the work? Provide an estimated timeline for carrying out the project and how you will work with your faculty mentor.

II. Personal Statement Instructions:

You are required to submit a personal statement of at least 100, but no more than 3500 characters (approximately 430 words). This statement is an important part of your application package. It will allow the faculty committee to get a feel for you as a person as well as a student. This essay is meant to place your academic record into the context of your opportunities and obstacles.

Your personal statement should briefly describe how you think receiving the scholarship will impact your short- and long-term goals. Please also describe your long-term goals. If there are any special circumstances (i.e. personal, academic, financial hardships) that you feel are relevant to your application, please let us know.

III. Authorization and release form:

Please download the Financial Aid authorization and release form here. This allows the UCLA Financial Aid and Scholarships Office to share information with the Undergraduate Research Centers and award you a scholarship. For the 2019-20 program, signed scans of this form can be submitted by emailing them as an attachment

to: URSP_20.tadr6b8m1npizyw3@u.box.com. Please title your attachment "[Last name], [First name] - Financial Aid Waiver".

IV. Faculty Mentor Letter of Recommendation

You will find the form to give your faculty mentor here. The letter of recommendation should be from the faculty mentor with whom you plan to work as part of the Undergraduate Research Scholars Program. **Be sure to give your mentor this form early, in order to allow him/her to submit the letter by June 15th.**

Helpful Hints:
- Please compose your documents in advance on a word-processor, then cut and paste them into the appropriate text box in the survey/application.
- The on-line form does not support italics, bold or Greek symbols. You cannot submit any figures or other files. TEXT ONLY.
- The system will time out after one hour of inactivity. To save any partially completed work, press "Continue" (at the bottom of the page)
- Make sure you application is complete before you press "Submit," as you will not be able to access the application once it has been submitted.

It takes a few seconds to load the page where you will be inputting your Research Proposal and Personal Statement. Please be patient.

Questions?

The Undergraduate Research Center also hosts informational workshops on the URSP program. Click here and select "Scholarship Workshops" for a list of scheduled workshops.

If you have problems submitting this application, please contact:

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