

UNDERGRADUATE RESEARCH SCHOLARS PROGRAM (URSP) APPLICATION INSTRUCTIONS

THE URSP APPLICATION

The URSP application is required for all applicants to the [Undergraduate Research Scholars Program](#) 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).

URSP applications are due by 11:59 pm on Saturday, June 20. Visit MyUCLA, click on “Campus Life,” and select “Survey” to access the Undergraduate Research Scholars Program application. The application for the 2020-2021 academic year will open in mid-May.

Please make sure you are submitting your application through the correct survey. There are two URSP applications to choose from as URSP is offered through both the Undergraduate Research Center – Humanities, Arts, and Social Sciences and the Undergraduate Research Center – Sciences. Students conducting research or creative projects in the **humanities, arts, social sciences, or behavioral sciences** should complete the **URSP application for the Undergraduate Research Center – Humanities, Arts, and Social Sciences.**

ELIGIBILITY AND REQUIREMENTS

Click here to review the eligibility and program requirements for URSP:
<http://hass.ugresearch.ucla.edu/scholarships/ursp>.

URSP APPLICATION MATERIALS

URSP applicants are required to submit the following application materials by 11:59 pm on Saturday, June 20. Keep reading for detailed instructions on how to complete each aspect of your URSP application.

1. **Statement of previous undergraduate research experience (if applicable)** 2
2. **Academic plan (study list)** 2
3. **Research or creative project proposal** 2
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APPLICATION SUPPORT AND RESOURCES

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URSP APPLICATION MATERIALS

1. STATEMENT OF PREVIOUS UNDERGRADUATE RESEARCH EXPERIENCE

The statement of previous undergraduate research experience is **optional**. If you choose to provide a statement of your previous experience with a research or creative project, your statement must be under 3500 characters in length, including spaces and punctuation (**approximately 430 words**).

The statement can include a **brief description** of any work completed on a faculty mentor's research project or a project completed for a class, honors thesis program, capstone program, or independent of UCLA.

2. ACADEMIC PLAN (STUDY LIST)

Your academic plan or study list should include the classes you anticipate taking in the upcoming academic year. Don't forget to include research contract courses like a departmental 198 or 199, which are required for your participation in URSP. If you are a rising junior, please fill out your academic plan for both junior and senior years ("year 1" and "year 2"). Rising seniors can complete just the "year 1" plan.

For example, if you are an Anthropology major, your academic plan for Fall Quarter 2020 might look like:

1. Anthro 199 – 4 units
2. Anthro 147 – 4 units
3. Anthro 118 – 4 units
4. Art History 33 – 5 units

3. PROJECT PROPOSAL

Your research or creative project proposal must be between 100 and 7000 characters in length, including spaces and punctuation (**approximately 875 words**). If you are using in-text citations and references, they will count toward the total number of characters used.

The proposal introduces the reader to the nature, context, and scope of your research or creative project. Proposals are informative *and* persuasive forms of 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 an interdisciplinary committee will read your proposal, and that 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 the current scholarship in your field of study.

We recommend that you consult with your faculty mentor when developing your proposal and that you consider the specific conventions of your field. For example, a proposal for a Comparative Literature project will look very different from a proposal for a Psychology, Musicology, Sociology, or a studio Arts project.

Proposals typically include a research question or creative inquiry and its significance, project design and feasibility, and anticipated results or expectations. 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.

i. Research Question or Creative Inquiry and its Significance:

Describe the context and scope of your proposed research or creative project. You should provide sufficient background information so that the reader can situate your topic within broader themes and trends. Frame the question you want to explore for a general audience and discuss why this is an exciting and important question.

Consider the following questions when drafting your proposal:

- What is new about what you are proposing?
- What sources of inspiration are you drawing on?
- What is your vision for your project?
- How will it advance or contribute to existing scholarship?
- How does it fit into the contemporary and historical landscape of your field?
- If you are working on a larger project in a team, what is your contribution to this project?
- In more colloquial terms: why should we care?

ii. Implementation:

Provide a **brief** literature review or discussion of how your project fits within existing scholarship in your field. Demonstrate your knowledge of how other scholars have approached the topic and the significance of your project in relation to these works. You can use in-text citations if you are referencing specific works.

For example, you might describe how the existing scholarship on a piece of literature fails to account for the cultural influence that inspired the particular motif you are researching. Or, you might describe how your project elaborates on and recontextualizes themes explored by a specific filmmaker in their earlier works.

iii. Project Design and Feasibility:

Describe how you will be approaching your research or creative project and what type of texts, materials, or data you will use in your project. In this section, it is appropriate to use your discipline-specific language to provide detail about how your project will unfold.

You should also provide a **projected timetable of your research or creative project tasks, including your schedule for working with your faculty mentor** during your participation in URSP. Note which steps will be completed each month and indicate when your faculty mentor will provide feedback throughout the academic year. Be sure to discuss how often you will be meeting with your faculty mentor in advance of writing this section.

Consider the following questions:

- What methods will you use to explore your research question or creative inquiry?
- What materials, tools, or techniques will be used in carrying out the project?
- Are these methods in keeping with traditional approaches in this field of study?
- If this is a group project with fewer than five people, what are the responsibilities of each team member?
- What is the expected timetable for carrying out your project?

iv. **Anticipated Results:**

Briefly discuss the **anticipated results** of your research or creative project. Your results will depend on your field of study, the methods you are using, and your question or inquiry.

For some projects, results may include the predicted outcome based on your hypothesis and experimental methods. In contrast, results for other projects might illuminate potential arguments based on your analysis and sources.

4. **PERSONAL STATEMENT**

Personal statements must be 100 to 3500 characters in length, including spaces and punctuation (**approximately 430 words**). The personal statement is an important part of your application! It will allow the selection 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 receiving the scholarship and participating in URSP will impact your short- and long-term goals. Make sure you describe your goals in detail. Include any special circumstances (i.e., personal, academic, financial hardships) that you feel are relevant to your application.

5. **LETTER OF RECOMMENDATION**

Each URSP participant is required to conduct their research or creative project under the guidance of a UCLA faculty mentor. Your faculty mentor must submit a letter of recommendation in support of your participation in URSP by the application deadline.

Be sure to ask your faculty mentor for their support **early in your application process** and provide them with the [URSP Letter of Recommendation Form](#).

*NOTE: Letters of recommendation are not required for recipients of the Honors Program Research Scholarships.

APPLICATION SUPPORT AND RESOURCES

Supporting Documents

Students conducting creative projects can email us at urhass@college.ucla.edu to inquire about submitting supporting documents such as a portfolio of their work.

Attend an Online Workshop

All students are invited to attend our “Undergraduate Research Scholars Program” info sessions, “Writing a Research or Creative Proposal” workshops, and “Developing Your Research Plan” workshops this quarter.

All workshops and info sessions will be hosted online. Click here to see the complete workshop schedule for Spring quarter: <http://hass.ugresearch.ucla.edu/getting-started/workshops/>.

Schedule an Advising Appointment

You can schedule a 30-minute one-on-one advising appointment with a Graduate Student mentor to find out more about URSP and get help with your application. Email urhass@college.ucla.edu to schedule an advising appointment.

Get Feedback and Guidance from the Undergraduate Writing Center

You can make an appointment with the Undergraduate Writing Center to get help with writing your personal statement, research or creative proposal, or statement of previous undergraduate research experience. Click here to schedule an appointment: <https://wp.ucla.edu/wc/>.

Get Inspiration

Check out the profiles of current and past URSP participants on our website for inspiration: <http://hass.ugresearch.ucla.edu/scholarships/ursp/students/>.

Helpful Tips

- The application does not support italics, bold, or Greek symbols. You cannot submit any figures or other files within the online application: **Use text only.**
- Compose your application materials in Word, Google Docs, or another word processor and then cut and paste them into the appropriate fields within the URSP application.
- It takes a few seconds to load the page where you will be inputting your Research Proposal and Personal Statement. Please be patient!
- The text box will display your pasted documents **without** your original paragraph format. Do not be concerned about how it looks! **Your original formatting is preserved when we download the applications.**
- The application 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 your application is complete before you press “Submit.” You will not be able to access or edit your application once it has been submitted!

Contact Us

Contact us with any questions regarding URSP, or any issues you are experiencing with the application:

Undergraduate Research Center – Humanities, Arts & Social Sciences

Hours: 8:30 am-4:30 pm, Monday-Friday

Email: urhass@college.ucla.edu

Phone: (310) 825-2935

Location: We are working remotely during Spring 2020. Please contact us by phone or email.