

If Lamar student employee, please check here _____

LAMAR UNIVERSITY
A Member of the Texas State University System



**Request for Funds to Support
Undergraduate Research/Creative Activity
Dr. Kumer Das, Director, Office of Undergraduate Research (OUR)**

(PLEASE PRINT)

Name of Student Applicant: _____

Local Contact Information: Phone _____ E-Mail _____

Class Rank and Major: _____

Title of Project/Description of Activity: _____

Name/Department of Faculty Mentor/Supervisor (if any): _____

Project/Activity to Begin On: _____ and Be Completed by: _____

Amount requested: _____

The following materials must be attached:

___ A written description of the project/activity, including (as appropriate) goals, hypotheses, methods, materials, risk to human or animal subjects, personnel involved (as teachers, supervisors, co-investigators), curriculum, schedule of activities, and/or the significance of the project/activity.

___ A detailed budget, describing all costs associated with the project or activity and the specific amount of money requested (not to exceed \$500). Please describe all other funds that have been requested and/or pursued along with the source (e.g., department, college, personal, other organizations).

- **All application materials must be submitted by the student to the Office of Undergraduate Research (OUR), Lucas 200, at least four weeks prior to the commencement of the activity for which funds are requested.**
- **A written report including receipts and other documentation of the expenditure of the funds must be submitted within two weeks of completion of the project or activity supported.**
- **All required university paperwork must be completed and submitted in a timely manner (e.g., travel forms, purchase requisitions). See Ms. Calen Brice in 200 Lucas Engineering Building (880-8795) for questions and/or assistance.**

Signatures: _____

Student/Date

Mentor/Project Supervisor/Date

Department Chair Date

Account # Pledge Amt.

Dean Date

Account # Pledge Amt.

OUR Director Date

Account # Pledge Amt.

For Office Use Only:

Date Received: _____ Amount of Support Awarded: _____ Date Post Report Received: _____

August 2013