Project Funding Form

Experiential Learning Network

This form should be used by individuals and groups who are working on a project through an ELN Digital Badge. If you are submitting this form as a group, note that some fields require you to submit information for ALL group members.

PLEASE NOTE: In addition, all students <u>must</u> have completed the Preparation Phase of an [ELN Digital Badge](#) to be eligible for funding and prior to submitting the form.

Applicant Information

How many students are in your project group? *

> 1

Applicant #1

Given the constraints of this online form, only Applicant #1 will receive an email confirmation after you submit your application. It is the responsibility of Applicant #1 to forward the email confirmation and copy of your application to other group members, at your discretion.

Applicant's Full Name *

UB Person Number *

UB Email Address *

Phone Number *

Class Level *

Freshman

Class Year (the year you anticipate graduating with your Bachelor's degree) *

2021

Major(s) *

Project Affiliations

Project Mentor's Full Name *

Project Mentor's Department *

Project Mentor's UB Email Address *

Project Mentor's Office Phone Number *

Department Chair's Full Name *

[ ]

Department Chair's UB Email Address *

[ ]

Department Chair's Office Phone Number *

[ ]

Project Details

Project Title *

[ ]

Project Description

In terms comprehensible to a non-specialist in your field, please clearly explain your methods, outlining what you will be doing over the course of the project and how.

Address each prompt below when writing your project description:

- What need or challenge will your project address?
- What product or output will result from your project?
- What are the broader impacts of this project (i.e. relationship to larger issues in the world, outcomes being useful in other contexts, etc.?)
- If you are working in a group, what specific tasks will each person be responsible for?

Project Description *

[ ]

What are the broader impacts of this project (i.e. relationship to larger issues in the world, project outcomes adding value in broader contexts, etc.)? *

[ ]

IRB/Animal Subjects Protocol Number (if applicable):

All students and faculty involved in human research at UB must complete initial training in human research subject protection. No research involving human beings can commence until it has been approved by one of UB's Institutional Review Boards (IRB). For more information on IRB please [visit this link.](#)

IRB/Animal Subjects Protocol Number

[ ]

Project Preparation

How does this project support or align with your and/or each group member's individual academic and professional goals? *

<div style="border:1px solid #ccc; height:320px;"></div>

Click "yes" to acknowledge that you and/or all students in the project group have completed the Preparation Phase of an ELN Digital Badge. *

○ Yes

Funding Expectations

In order to be considered for project funding, you and/or each student in your group must agree to complete the ELN Digital Badge no later than one semester after project completion.

By checking the box below, I/we agree to complete the funding expectation above. *

○ I/we agree

Budget and Funding Justification

Instructions for creating an itemized budget:

- Itemize the various expenses for which funds are requested, including materials, equipment, etc. Be as specific as possible.
- Provide the exact link to the vendor for each budget item, if available (instead of www.amazon.com, use https://amzn.to/2xPNE56 to go directly to the item's page).
- Describe why each budget item is <u>necessary and essential</u> to the project. **Items without written justification will not be considered.**

Use the following format to outline your budget:

- Item name, cost of item, description of need, link to item
- Item name, cost of item, description of need, link to item

Please note the following details:

- Requested funds must directly support undergraduate student projects. Examples of appropriate budget items include project materials, equipment and travel. All equipment and unused consumable material must be returned to your mentor upon completion of the project.
- The maximum funding allowed from ELN is $500 for individuals and $750 for groups. If your funding needs exceed the maximum allowed from ELN, please describe your other sources of funding in the section below.

Itemized Budget and Item Descriptions. For each item, you must include the cost, why it is necessary, and a link to the item. *

> Item name, cost of item, description of need, link to item

Total budget requested from ELN. (Calculate exact amount from itemized budget above.) *

$ 0

Does this project require funding beyond the maximum allowed by ELN.

○ Yes

○ No

Next Steps

You are about to submit a Project Funding application. Once you submit the application, please submit the appropriate signature form from the ELN Funding

[website](). **Your application is not complete** until you submit both an application and the signature form by the funding deadline.

After the funding deadline, the ELN staff will review all applications and email you directly with a funding decision. This can take 1-2 weeks, depending on the volume of submissions. After funding decisions are announced, the transfer of funds may take several weeks to be finalized.

Save and Resume Later

Submit Form