

OUR Funding for Undergraduate Students



Office of University Student Research (OUR)

OUR and foundry10 Funding Awards

The Office of University Student Research (OUR) supports undergraduate students through funding for travel, research, and creative activities. OUR offers funding opportunities in the fall and winter quarters. OUR funds will be awarded only for projects and costs incurred in the fiscal year of the application.

INELIGIBLE EXPENSES:

Our/foundry10 funds can be used on a variety of expenses (see each award criteria for specifics) but are NOT able to be used for:

- Student/faculty/staff salaries, stipends, or tuition
- Expenses outside of the fiscal year that the award is received during

*If you are unsure about the eligibility of a prospective expense, please contact OUR at our@cwu.edu for clarification and confirmation.

Funding Awards Available:

Applications are due at 11:59 p.m. on October 31 (Fall) or January 31 (Winter)

	Provost Faculty- Student Research	foundry10 Faculty- Student Research	Presentation, Performance, and Exhibition	Experiential Research & Immersive Studies	OUR Research & Creative Activities
Quarters Offered	Fall Only	Winter Only	Fall & Winter	Fall & Winter	Fall & Winter
Amount					
OUR Individuals	Up to \$3,000	X	Up to \$750	Up to \$750	Up to \$750
OUR Groups of 2 or more	Up to \$3,000	X	Up to \$1,500	Up to \$1,500	Up to \$1,500
foundry10	X	Up to \$3,000	Up to \$1,000	Up to \$1,000	X
Eligibility	Undergraduate level students who are not graduating within the funding period AND have a CWU-affiliated faculty/staff mentor				
Faculty Eligibility	NTT with a year-long contract, TT, or tenured		X	X	X
APPLICATION REQUIREMENTS					
Funding Proposal	Up to 4 pages (Must include <u>all</u> the following indicated sections)				
Proposal Title Page	☐	☐	☐	☐	☐
Abstract/Creative Artistic Statement (up to 250 words)	☐	☐	☐	☐	☐
Project Description	☐	☐	☐	☐	☐
Impact Statement	☐	☐	☐	☐	☐
Detailed Line-Item Budget	☐	☐	☐	☐	☐
Budget Justification	☐	☐	☐	☐	☐
Mentor Letter of Support	X	X	☐	☐	☐
CV for ALL participants AND faculty mentors	☐	☐	X	X	X
ATTACHMENTS (IF APPLICABLE)					
Human Subjects Review Council Approval	☐	Institutional Animal Care of Use Committee Approval	☐	Standard Operating Procedure for hazardous materials	☐

Application Guidelines:

You must apply for OUR funds online at www.cwu.edu/our. Your application will be rejected if you do not complete the online application in its entirety before the deadline. Emailed applications will not be accepted. We will provide you with the reviewers' comments via e-mail within three weeks after the application deadline.

Students can apply for both the foundry10 and OUR funds in a particular area. However, applications of students who receive the foundry10 funds will be automatically dropped from the equivalent OUR application pool. If you do not receive the foundry10 funds, your application will be reviewed again for the equivalent OUR funds.

ETHICS REVIEW:

Projects involving human and/or animal subjects must be reviewed and approved by the Human Subjects Review Committee (HSRC) and/or the Institutional Animal Care and Use Committee (IACUC) as appropriate **prior** to initiating research.

Students may apply for funding if their protocol is currently pending approval from the HSRC/IACUC, but **OUR funds will not be released until you receive an approval letter from HSRC/IACUC**. You may not engage with human or animal subjects until you have received formal approval.

Award Terms:

Please note that all funds are reimbursement-based. OUR does NOT provide advance funds. Departments will often make the purchases on students' behalf. If yours does not, you are personally responsible for the costs and then you will be reimbursed after submitting your expense report (ER). Please note that the Travel Desk requires the cardholder's name to match the name on the ER.

You should submit an [expense report](#) within two weeks of final expense, but no later than six months after travel, and before June 1. **The Travel Desk will deny any ERs submitted after the 6-month mark.**

REIMBURSEMENT:

All expenses must be incurred within the current academic year (Fall-Spring quarters) to be eligible for reimbursement. All travel costs (e.g., lodging, airfare, per diem, etc.) must take place during the academic year (Fall-Spring quarters) that the funds are applied for and received.

FINAL REPORT/DISSEMINATION:

Funding recipients must submit a final report/reflection to OUR by **June 1** summarizing project progress, findings, and/or accomplishments.

If results of this project are published or otherwise disseminated, you are required to include the following statement acknowledging OUR and/or foundry10 funding support (edit as appropriate): *"This research/performance/project was fully/partially supported by the Office of University Student Research/foundry10 at Central Washington University."*

Writing Guidelines:

PURPOSE:

These guidelines are designed to help undergraduate students effectively articulate their project ideas, demonstrate their preparedness, and convey the potential impact of their research or creative work. A strong proposal clearly shows the project's significance, the applicant's readiness, and the value of the work to the broader community or field of study.

Formatting Requirements:

- Use the OUR/foundry10 Funding Proposal Template provided on the [OUR webpage](#)
- **Maximum 4 pages**
 - *Title Page, References (if applicable for your discipline), and your budget with budget justification are not included in the total page count.*
- Font size no smaller than 11 pt
- **Double-spaced**

ATTACHMENTS:

Not all the following attachments are required for every award; please refer to the specific award criteria for which attachments are required. Attachments are NOT included in the total page count.

- HSRC and/or IACUC approval letter(s), or documentation/emails proving exemption from review
 - You can apply for funding even if you are still in the process of HSRC or IACUC approval. However, you **MUST** have appropriate approvals and certifications **BEFORE** you interact with humans or animals.
- Standard Operating Procedure(s) (SOP) for hazardous materials
- Mentor Letter of Support
- CVs
 - CVs for all collaborators, **including the faculty mentor(s)**, should be merged as a single pdf document. The application form will only accept one upload.

FUNDING PROPOSAL:

1. TITLE PAGE

Title page is NOT included in the total page count of the proposal.

- **Goal:** To introduce your project properly.
- **What to Include:**
 - Project title
 - Department(s)
 - Names of all student and mentor collaborators

2. ABSTRACT – Summary of Research & Creative Expression

- **Goal:** To establish your readiness and ability to complete the project successfully.
- **Word Limit:** 250 words
- **What to Include:**
 - **Purpose of the Project:**
Provide a concise overview of the project and its importance, including the problem or research question you're addressing.
 - **Significance:**
Discuss the courses, skills, or prior experiences that have equipped you to undertake this project. Highlight relevant coursework, internships, workshops, or independent projects that demonstrate your ability to carry out the proposed work.
 - **Methodology:**
Describe your research techniques, methodologies, or creative tools.

3. **PROJECT DESCRIPTION – Understanding of Research & Creative Expression**

This should be different from your abstract!

- **Goal:** To show that you thoroughly understand your project's context, purpose, and process.
- **What to Include** (each of the below criteria must be addressed in the project description and be presented as a separate heading on its own line):
 - **Background & Rationale:**
Explain the question, problem, or theme your project addresses. Discuss existing scholarships, creative dialogues, or community conversations that inform your work. Why does this topic matter?
 - **Objectives and Methods:**
Provide a clear, step-by-step plan for what you will do and how.
 - For research projects, outline your methodology (e.g., data collection, planned analysis, theoretical framework).
 - For creative projects, describe your process (concept development, materials, techniques, performance or production plan).
 - **Mentorship and Support:**
Identify your faculty mentor or advisor and describe how they will guide you. Mention any additional collaborators (mentors, community partners, or research teams) and specify their roles.
 - **Feasibility and Timeline:**
Lay out a realistic timeframe, noting major milestones and deliverables. This helps reviewers see that you understand the scope of your project and can manage your time effectively.
 - **Plans for Dissemination/Presentation:**
Describe how you will share your project/findings with the appropriate audience(s). Include how/where you will share your findings. Who is your intended audience(s)? What is your dissemination timeline? (e.g. Plans to present findings to the CWU campus community at SOURCE in May is an acceptable plan.)

4. **IMPACT STATEMENT – Impact of Research & Creative Expression**

- **Goal:** To show how your work contributes meaningfully beyond yourself.
- **What to Include** (each of the below criteria must be addressed in the impact statement and be presented as a separate heading on its own line):
 - **Academic or Disciplinary Impact:**
Describe how your work advances knowledge or practice in your field. Does it fill a gap, challenge assumptions, or bring a new perspective?
 - **Personal and Professional Impact:**
Explain how this project contributes to your academic and career goals. Reflect on how it will develop your skills, confidence, or readiness for graduate study, artistic practice, or professional work.
 - **Community, Cultural, or Societal Impact:**
Consider how your work engages with audiences or communities outside of academia. Does it address social issues, contribute to cultural understanding, or inspire dialogue and creativity?
 - **Intellectual Partnership:**
Explanation of the intellectual partnership between faculty and students on the project.
****Required for the Faculty-Student Research Award Applications ONLY.**

5. **BUDGET & BUDGET JUSTIFICATION**

Budget and budget justification are NOT included in the total page count of the proposal.

- **Budget**
 - Use the template provided in the funding proposal template.

- Include an itemized list of supplies/equipment/materials, travel costs if you are traveling to conduct research, and other sources of funding received and/or requested.
- **Budget Justification**
 - Your budget justification helps us interpret your budget. It describes why you need what you have asked for and how you calculated the costs.
 - The budget justification should be written in paragraph, bullet list form, or a combination of the two, and include:
 - The purpose of the itemized expenses should be explained and prioritized by project needs.
 - If you are purchasing equipment, describe where it will reside once your work is complete (*All equipment/supplies/materials purchased with OUR or foundry10 funds belongs to the university, not to the funding recipient*).
 - For all expenses, provide the basis for the cost estimated (online catalog links are fine, vendor quote, etc.)
 - If your expenses are higher than the amount you are requesting from the OUR, describe how you plan to cover those additional expenses.
 - If you have applied for other funding, describe what you have applied for and when you expect to hear about your funding status.

OUR Advice:

- **Clarity and Accessibility:**
Write clearly and concisely. Remember that reviewers may come from different disciplines. Use simple and plain language/layman's terms. Avoid using confusing jargon. If you need to use a technical term, define or explain it at its first mention.
- **Proof of Passion and Purpose:**
Let your enthusiasm and intellectual curiosity show through but ground it in evidence and planning.
- **Review and Revise:**
Have your mentor, peers, or writing center review your proposal for clarity, coherence, and polish.
 - Use precise, discipline-appropriate language but explain technical terms for a broader audience.
- **Demonstrate critical thinking:**
Acknowledge challenges or limitations and propose solutions.
 - Connect your impact statement to the broader goals of the funding institution or grant program.
- **Be specific about dissemination:**
How will you share your findings or creations (e.g., conference presentation, exhibition, publication, campus event)?
- **Start early:**
High-quality applications are the result of deliberate, well-organized work. Reviewers can easily tell when an application is rushed versus thoughtfully prepared.

Provost Faculty-Student Research Criteria

THIS AWARD IS ONLY OFFERED IN THE FALL QUARTER!

The aim of this fund is to involve faculty and students in collaborative research, teaching, or creative activities as intellectual partners. This mentor collaboration allows students the opportunity to engage in a rigorous and thorough research project, participate in a scholarly enterprise, and learn more about their discipline. It also provides faculty with opportunities to establish collaborative research partnerships, engage with advanced research students, and integrate undergraduate mentoring into their scholarly work.

Provost Faculty-Student Research	
Amount	Up to \$3,000
Eligibility	- Undergraduate students who are NOT graduating within the funding period (Fall/Winter of current academic year). - Faculty must be NTT w/year-long contract, TT, or tenured
Eligible Expenses Include (but are not limited to)	- Materials and supplies - Conference Travel (e.g., registration fee, lodging, airfare, per diem, mileage, etc.) - Fieldwork travel (e.g., mileage, per diem, etc.) - Equipment - Software - Printing and marketing costs
Required Application Materials You can upload DOC, PDF, or JPEG files.	Funding Proposal – Up to 4 pages (excluding attachments) Required: Download and use the template from the OUR webpage. - Project title page - Abstract or creative artistic statement (up to 250 words) - Project description - Impact statement - Detailed line-item budget with budget justification - Curriculum vitae (CV) for each participant (including faculty mentor) in a single file - Approval from the Human Subjects Review Council (HSRC), Institutional Animal Care of Use Committee (IACUC), or a completed Standard Operating Procedure (SOP) for hazardous materials if applicable.
Funding Recipient Responsibilities	
Funding recipients must:	- Acknowledge the support of OUR in any publication, presentation, or other dissemination of the project. - Submit your final report/reflection to OUR by June 1 summarizing your project progress, the findings of your research, and/or accomplishments. - Use all funds and submit your expense report (ER) within two weeks of final expense, but no later than 6 months after travel and before June 1.
Funding recipients are strongly encouraged to:	- Present your work at SOURCE. - Attend/Support the SOURCE-related events: Why to SOURCE & How to SOURCE - Publish your work in the Journal of SOURCE at the end of the academic year (Open to SOURCE presenters ONLY).

Presentation, Performance, and Exhibition Criteria

The aim of this fund is to support students' research and creative expression who are interested in presenting their work at conferences, exhibitions, performance venues, and other academic and professional venues. **Students who are preparing to present their research and/or projects should include the details of the organization that they are presenting at as well as details of their research project and creative expression.**

	OUR Presentation, Performance, and Exhibition	foundry10 Presentation, Performance, and Exhibition
Amount	Individuals: Up to \$750 Groups of 2 or more: Up to \$1,500	Up to \$1,000
Eligibility	- Undergraduate level students with a CWU-affiliated faculty or staff mentor. - The student(s) must be the lead author(s) and the main presenter to be eligible. - Students may still apply for these funds if the event has already taken place*.	
Eligible Expenses Include (but are not limited to)	- Registration - Presentation/performance application fee - Travel	
Required Application Materials You can upload DOC, PDF, or JPEG files.	Funding Proposal – Up to 4 pages (excluding attachments) Required: Download and use the template from the OUR webpage. - Project title page - Abstract or creative artistic statement (up to 250 words) - Project description - Impact statement - Detailed line-item budget with budget justification - Mentor letter of support - Approval from the Human Subjects Review Council (HSRC), Institutional Animal Care of Use Committee (IACUC), or a completed Standard Operating Procedure (SOP) for hazardous materials if applicable.	
Funding Recipient Responsibilities		
Funding recipients must:	- Acknowledge the support of OUR/foundry10 in any publication, presentation, or other dissemination of the project. - Submit your final report/reflection to OUR by June 1 summarizing your project progress, the findings of your research, and/or accomplishments. - Use all funds and submit your expense report (ER) within two weeks of final expense, but no later than 6 months after travel and before June 1.	
Funding recipients are strongly encouraged to:	- Present your work at SOURCE. - Attend/Support the SOURCE-related events: Why to SOURCE & How to SOURCE - Publish your work in the Journal of SOURCE at the end of the academic year (Open to SOURCE presenters ONLY).	

* The event must have taken place during the academic year (Fall–Spring) that the funds are applied for.

Experiential Research and Immersive Studies Criteria

The aim of this fund is to support students' research and/or creative expression goals through experiential activities. Students who are interested in attending conferences, exhibitions, performance venues, and other academic and professional venues without presenting their own works may apply. **Students must show that these experiences and immersive studies are beneficial and crucial to their own research and creative expressions.**

	OUR Experiential Research and Immersive Studies	foundry10 Experiential Research and Immersive Studies
Amount	<u>Individuals</u> : Up to \$750 <u>Groups of 2 or more</u> : Up to \$1,500	Up to \$1,000
Eligibility	• Undergraduate level students • The student(s) must have been vetted by a CWU faculty or staff mentor and be a designated artist on the project or study to be eligible. • Students may still apply for these funds if the event has already taken place*.	
Eligible Expenses Include (but are not limited to)	• Registration/residency or conference fees • Museum or library archive admissions costs • Mileage & Ground transportation (shuttle to/from airport, taxi, light rail, ferry, etc.) • Airfare • Per diem (food and lodging)	
Required Application Materials You can upload DOC, PDF, or JPEG files.	1. Funding Proposal – Up to 4 pages (excluding attachments) Required: Download and use the template from the OUR webpage. • Project title page • Abstract or creative artistic statement (up to 250 words) • Project description: Clearly demonstrate how the proposed experience or immersion impacts and correlates to your own research/creative project. • Impact statement 2. Detailed line-item budget with budget justification 3. Mentor letter of support 4. Approval from the Human Subjects Review Council (HSRC), Institutional Animal Care of Use Committee (IACUC), or a completed Standard Operating Procedure (SOP) for hazardous materials if applicable.	
Funding Recipient Responsibilities		
Funding recipients must:	• Acknowledge the support of OUR/ foundry10 in any publication, presentation, or other dissemination of the project. • Submit your final report/reflection to OUR by June 1 summarizing your project progress, the findings of your research, and/or accomplishments. • Use all funds and submit your expense report (ER) within two weeks of final expense, but no later than 6 months after travel and before June 1.	
Funding recipients are strongly encouraged to:	• Present your work at SOURCE. • Attend/Support the SOURCE-related events: Why to SOURCE and How to SOURCE • Publish your work in the Journal of SOURCE at the end of the academic year (Open to SOURCE presenters ONLY).	

* The event must have taken place during the academic year (Fall–Spring) that the funds are applied for.

OUR Research and Creative Activities Criteria

The aim of this fund is to support students' needs for essential equipment and materials for their research and/or creative activities. Students who are working on research projects and/or creative expressions that need support to acquire essential equipment works may apply. **Students must show that these expenses are beneficial and crucial to their research and creative expressions.**

OUR Research and Creative Activities	
Amount	<u>Individuals:</u> Up to \$750 <u>Groups of 2 or more:</u> Up to \$1,500
Eligibility	Undergraduate-student(s) with a CWU-affiliated faculty or staff mentor.
Eligible Expenses Include (but are not limited to)	• Equipment (will remain the property of the university) • Materials and supplies (chemicals, sample bags, art supplies, etc.) • Travel to conduct research (e.g., travel to a lab to analyze samples)
Required Application Materials You can upload DOC, PDF, or JPEG files.	1. Funding Proposal – Up to 4 pages (excluding attachments) Required: Download and use the template from the OUR webpage. • Project title page • Abstract or creative artistic statement (up to 250 words) • Project description • Impact statement 2. Detailed line-item budget with budget justification 3. Mentor letter of support 4. Approval from the Human Subjects Review Council (HSRC), Institutional Animal Care of Use Committee (IACUC), or a completed Standard Operating Procedure (SOP) for hazardous materials if applicable.
Funding Recipient Responsibilities	
Funding recipients must:	• Acknowledge the support of OUR in any publication, presentation, or other dissemination of the project. • Submit your final report/reflection to OUR by June 1 summarizing your project progress, the findings of your research, and/or accomplishments. • Use all funds and submit your expense report (ER) within two weeks of final expense, but no later than 6 months after travel and before June 1.
Funding recipients are strongly encouraged to:	• Present your work at SOURCE. • Attend/Support the SOURCE-related events: Why to SOURCE and How to SOURCE • Publish your work in the Journal of SOURCE at the end of the academic year (Open to SOURCE presenters ONLY).

foundry10 Faculty-Student Research Criteria

THIS AWARD IS ONLY OFFERED IN THE WINTER QUARTER!

The aim of this fund is to involve faculty and students in collaborative research, teaching, or creative activities as intellectual partners. This mentor collaboration allows students the opportunity to engage in a rigorous and thorough research project, participate in a scholarly enterprise, and learn more about their discipline. It also provides faculty with opportunities to establish collaborative research partnerships, engage with advanced research students, and integrate undergraduate mentoring into their scholarly work.

foundry10 Faculty-Student Research	
Amount	Up to \$3,000
Eligibility	- Undergraduate level students who are NOT graduating within the funding period (Fall/Winter of current academic year). - Faculty must be NTT w/year-long contract, TT, or tenured
Eligible Expenses Include (but are not limited to)	- Materials and supplies - Conference Travel (e.g., registration fee, lodging, airfare, per diem, mileage, etc.) - Fieldwork travel (e.g., mileage, per diem, etc.) - Equipment - Software - Printing and marketing costs
Required Application Materials You can upload DOC, PDF, or JPEG files.	Funding Proposal – Up to 4 pages (excluding attachments) Required: Download and use the template from the OUR webpage. - Project title page - Abstract or creative artistic statement (up to 250 words) - Project description - Impact statement - Detailed line-item budget with budget justification - Curriculum vitae (CV) for each participant (including faculty mentor) in a single file. - Approval from the Human Subjects Review Council (HSRC), Institutional Animal Care of Use Committee (IACUC), or a completed Standard Operating Procedure (SOP) for hazardous materials if applicable.
Funding Recipient Responsibilities	
Funding recipients must:	- Acknowledge the support of foundry10 in any publication, presentation, or other dissemination of the project. - Submit your final report/reflection to OUR by June 1 summarizing your project progress, the findings of your research, and/or accomplishments. - Use all funds and submit your expense report (ER) within two weeks of final expense, but no later than 6 months after travel and before June 1.
Funding recipients are strongly encouraged to:	- Present your work at SOURCE. - Attend/Support the SOURCE-related events: Why to SOURCE and How to SOURCE - Publish your work in the Journal of SOURCE at the end of the academic year (Open to SOURCE presenters ONLY).