

How to Complete an OUR Project Award Group Application



Here you will find a step-by-step guide on how to complete an OUR Project Award **Group** Application. Each group member must submit a separate application; however, all the information (i.e., the project title, project description with each person's distinct role and expertise, and budget information) should be **identical** for all group members. This is essential because missing or inconsistent information from group members will cause award delays.

Tips and Tricks:

- All group members should sit down together and complete the application as a group, either with their faculty mentor or after the faculty mentor has provided clear instructions to the project's team lead and approved all application documents. This will ensure that all group members complete the application and all information within the applications are identical.
- Group members should complete the [budget](#) section and [proposal](#) description together as a team. This allows each group member to demonstrate their understanding of what it will cost to conduct the proposed research and whether the scope of the budget is reasonable and aligns with the proposed funding request. It ensures each group member understands the project's research plan, objectives or goals, anticipated outcomes, and the significance of the work to your discipline. Completing the application as a team also ensures that all group members submit an identical proposal.
- Remember that you can save the application as you go; therefore, all information does not have to be completed in one sitting.

Step-by-step instructions:

1. To apply for an OUR Project Award, start within [myUWF](#), search for "OUR" or "undergraduate research," and select "[OUR Program Application](#)." You should already be signed in when you access the portal. ** Save as a favorite for myUWF to access quickly.
2. Click the "OUR Project Award" application for the current cycle (Cycle 1, Cycle 2, or Cycle 3). Then, click "Apply" to begin filling out your student and project information.
3. A prompt that says "Start a New Application" will appear, asking you to add a description. You can use this box to make notes for yourself to recall which application this is.
4. After you answer the Pre-Qualification Question, the application "dashboard" will open. From the dashboard, you can access each section of the application that you will need to complete. The following sections have specific protocols for a group application:
 - a. Student information
 - b. Research Project Information
 - c. Budget Information

5. In the “Student Information” section of the application, please select “yes” to the question “Is this a group application?”. **One member** of the group should identify him/herself as the “team lead” -- this person will serve as the primary contact for the group if OUR has questions or needs clarification on your application. All other members of the group should select “No” to the question “If this is a group project, are you the team lead?”.

*Is this a group application/project? Yes No

If this is a group project, are you the team lead? Yes No

For group projects, each member of the research group should submit an application. The applications should contain identical information, including the title, project description, and budget information - non-identical information will slow down the review process and delay funding. This will allow OUR to keep sensitive tracking information (i.e., student ID numbers, GPAs, etc.) confidential.

6. For a group project, the information submitted in the **Research Project Information** and the **Budget Information** sections must be identical to ensure that your individual applications are linked into one group application. **Failure to submit identical applications will cause delays in the review of your application and funding and may cause your application to be declined.**
7. In the “Research Project Information” section, **titles for group projects must be identical** and should be formatted as “GROUP: Title”. An example title would be GROUP: Understanding the Impact of Standardized Tests on Student Learning Outcomes.
8. Also within the “Research Project Information” section, the **Project Description** that you upload should be **identical for group projects**. Best practice is to write the description together as a Word document and then share and upload the same file. Within the Project Description, please make sure to **clearly indicate which student(s) will be responsible for each aspect** of the project. Please remember that faculty reviewers of your proposal will be outside your department, so acronyms and abbreviations should be clearly defined or avoided.

Research Project Information

*Project Title:

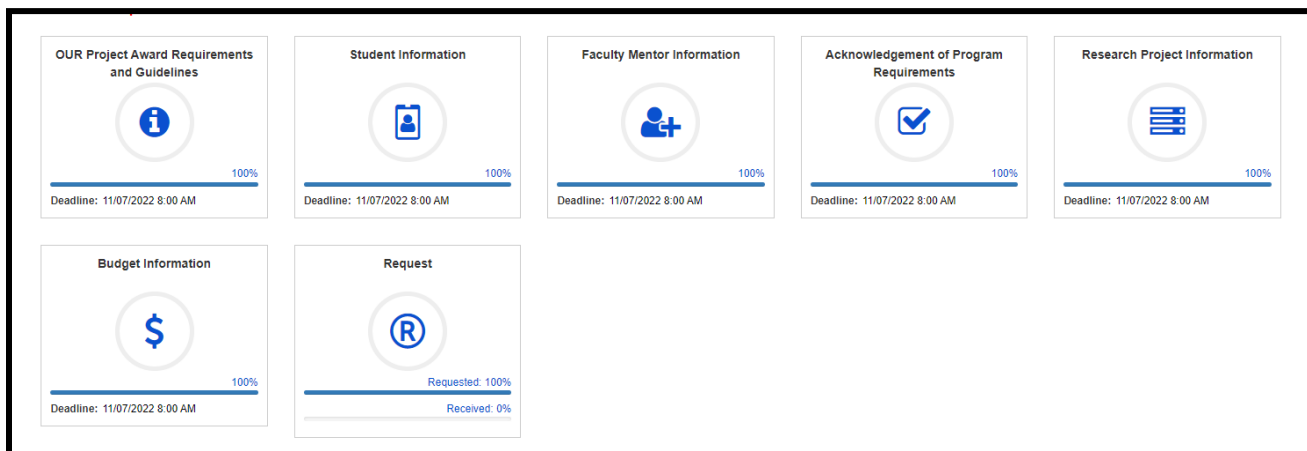
Project Description

The Project Description should be a 1-2 page narrative, including background information with citations, description of research plan, project's objectives or goals, anticipated outcomes, the significance of your work to your discipline, etc. For group projects, please clearly indicate which student(s) will be responsible for each aspect of the project. Please remember that faculty reviewers of your proposal may be outside your department and so acronyms and abbreviations should be clearly defined or avoided.

A writing guide is provided for you to download here:
[ProposalWriting_One_Pager.pdf](#)

*Please upload your Project Description:

9. In the “Budget Information” section, all group members should submit **identical information, including the Project Budget file that you upload and the “Total amount requested from OUR” that you enter.**
10. Once all sections of the application are complete, this will be indicated on your application dashboard where each section indicates that it is 100% complete. Before submission, you and your group members should review your applications together to ensure all information is correct and identical (i.e., project title, research proposal, and budget information) and that one of you has indicated that you are the group leader.



11. Finally, once you have double-checked with all members, you may submit your application. To submit your application, click the big red button “Final Review and Submit” in the top right corner on the top of the application home page. You will then check a small checkbox to verify that your attachments have been successfully uploaded and that the application contains all the necessary information. If it does not, it will give you an error message.

Deadline for Submission | 11/07/2022 8:00 AM (CST)

Choose Action ▾ **Final Review and Submit**

Thank you for your interest in the **OUR Project Award program**. Welcome to your Application Dashboard. From here, you will be able to view all sections of your application and the status of each section as it is completed.

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Important Instructions:

- When you see a blue information icon ⓘ just hover over it to view the tip.
- Click on any section and fill in the answers to questions as they are presented on the page.
- Each section below must read 100% in order to submit your application. If a section does not read 100%, there are unanswered required question(s) in that section. Please review carefully for missed items.
- When you are ready to submit click the "Final Review and Submit" button. You will check a small checkbox to verify that your attachments have uploaded successfully, and that the application contains all necessary information. If it does not, it will give you a message.

Note: The file size for each document uploaded should not exceed 10mb/upload.

Save your work as you go!

You have the option to save your work and submit the application at a later time. Be sure to click the Save/Save and Return to Dashboard button at the bottom of each section to save your work. Also, there is a timeout feature for security purposes. If the page remains idle for 10 minutes, your work may not be saved, and you will be required to log in again.

***Indicates required field**

The screenshot shows the application dashboard with the following completion status:

- OUR Project Award Requirements and Guidelines:** 0% complete.
- Student Information:** 71% complete.
- Faculty Mentor Information:** 0% complete.
- Acknowledgement of Program Requirements:** 0% complete.
- Research Project Information:** 0% complete.