

Project Funding Form

Experiential Learning Network

This form should be used by individuals and groups who are working on a project from ELN's Project Portal. 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 must have completed the Preparation Phase of an [ELN Digital Badge](#) to be eligible for funding and prior to submitting the form.

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.)? *

Please describe how you will implement your project in the new context of distance learning at UB (i.e. data collection, interaction with people, where materials will be sent, 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? *

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 all students in your group must agree to:

- Present on project outcomes at the next [Celebration of Student Academic Excellence](#).
- Complete all ELN Digital Badge activities no later than one semester after project completion.

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

☐ I/we agree

Budget and Funding Justification

Please note: requested funds must directly support undergraduate student projects. Examples of appropriate budget items include project materials, equipment and travel.

- 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 necessary and essential to the project.
Items without written justification will not be considered.

Use the following format:

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

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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. (Maximum of \$500 for individuals, \$750 for groups) *

\$ 0

If you anticipate funding from other sources, list the (1) name of the funding source, the (2) amount and (3) description of how the funds will be spent.

Is this project dependent upon receipt of these other funding sources?

☐ Yes

☐ No

For the project profile page, this project is: *

Per the project profile page, this project is:

☐ Faculty-led research or creative activity

☐ Community project (partner-led, local and global projects)

Applicant Information

Your Proposed Project Title *

Project Title in Project Portal (if different from group's proposed project title)

How many students are in your project group? *

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 *

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

Major(s) *

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 between 1-3 weeks, depending on the volume of submissions. After funding decisions are announced, the transfer of funds may take several weeks to be finalized.

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