

Form for "Complete the UROP Research Mentor Materials Grant

UROP Research Mentor Materials Grant Form

UROP Research Mentor Materials Grant Application

Thanks again for mentoring a UROP research assistant for the 2025-26 academic year!

Please be aware that supplementary materials grants are only given for costs incurred by working with a UROP assistant(s). Priority for funding will be given to research mentors who submitted their project(s) through the mentor portal and completed the fall UROP student evaluation; furthermore, mentors must continue to work with their student(s) through the end of Spring 2026.

Please note, only the mentor who signed the compact with the UROP student(s) is eligible for UROP Materials Grant Funding.

Currently, faculty may apply for materials grants of up to \$625 per UROP student assistant, with a maximum of \$1,250. Post-docs may apply for materials grants of up to \$375 per UROP student assistant, with a maximum of \$750. Graduate students or FSU Staff may apply for materials grants of up to \$250 per UROP student assistant, with a maximum of \$500.

Please prioritize funding for the cost of materials related to the UROP students' research. While we have been able to fund some participant incentives in the past, our funding is very limited and restricted (mostly E&G; with some SRAD). We have a much higher likelihood of funding requests for materials rather than expenses that cannot be covered with E&G; funding. Travel costs are not eligible for funding.

Unfortunately, we do not currently have a way to fund community/non-FSU partners. These grants are not guaranteed. Although we make our best effort to provide as much funding as possible, the materials grants are distributed on a first-come, first-served basis from a limited pool of funds. UROP Materials Grant applications are due November 12th, 2025. If you have any questions, please contact UROP Coordinator, Alicia Batailles, at alicia.batailles@fsu.edu.

Research Mentor Information

Full Name _____
FSU Email _____
UROP Student Name(s) _____
Additional Mentors if Applicable _____
Research Project Title _____

Research Mentor Role

- Faculty
- Postdoc
- Graduate Student
- Staff

Budget Information

Currently, faculty may apply for materials grants of up to \$625 per UROP student assistant, with a maximum of \$1,250. Post-docs may apply for materials grants of up to \$375 per UROP student assistant, with a maximum of \$750. Graduate students or FSU Staff may apply for materials grants of up to \$250 per UROP student assistant, with a maximum of \$500.

****Please note, that only the mentor who signed the compact with the UROP student(s) is eligible for UROP Materials Grant Funding.** Please prioritize funding for the cost of materials related to the UROP students' research. We have very limited funding for participant incentives (SRAD). Our funding is very limited and restricted (E&G; and SRAD). We have a much higher likelihood of funding requests for materials rather than expenses that cannot be covered with E&G; funding.

Travel costs are not eligible for funding (including conference registration).

Stipends and salary for research assistants are not eligible for funding.

Software/Subscriptions can only be purchased for FSU owned computers, not personal computers, AND REQUIRE PRIOR APPROVAL FROM PROCURMENT. Please check with your budget manager and/or fiscal office first to ensure your department will be able to make the purchase.

Poster printing is not eligible for funding.
Posters for the Undergraduate Research Symposium will be printed for free through the CRE, no need to request funding for that.
NOTE: PLEASE DO NOT MAKE PURCHASES BEFORE YOU COORDINATE WITH YOUR DEPARTMENTAL BUDGET MANAGER

	Item Name	Cost
Item 1		
Item 2		
Item 3		
Item 4		
Item 5		
Item 6		
Item 7		
Item 8		
Item 9		
Item 10		
Item 11		
Item 12		
Item 13		
Item 14		
Item 15		

Budget Justification

Required Financial Information

Funding for the 2025-2026 program will most likely be E&G; funds, so please provide the required E&G; Department Number below. Your department's budget manager or financial/admin rep should be able to provide you the necessary account information. Materials Grants will be dispersed via an E&G; budget transfer in OMNI, therefore accurate budget account information is critical. Funds should be spent by fiscal year end.

Budget Manager Information

Please use this spreadsheet to find/confirm your budget manager's information. Once you complete your UROP Materials Grant submission, a copy will be emailed to you and your budget manager based on the email you provided.

Budget Manager Name

Budget Manager Phone Number

Budget Manager Email

Department Information

FSU Department

E&G Department Number

By signing this I confirm that I have read and understand the following statements.

☐ I acknowledge that I've checked with the appropriate budget manager to ensure the list of requested materials is fundable by my department.

☐ I acknowledge that software purchased with the UROP Materials Grant funding cannot be installed on a personal computer.

Research Mentor Signature(Type name for signature):

When you click the "MARK AS COMPLETE" button, this will submit your UROP Materials Grant Application and you will not be able to edit it.

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