

## Common mistakes seen in URCA Associate Applications

### Common Eligibility Mistakes

- Please note that you minimally must have a 3.0 cumulative GPA to apply – anything lower, no matter how close, will render you ineligible. That is, a 2.99 will not be rounded up!
- Please note that you must be a full time SIUE UG student (12 credit hours) for both semesters (fall 21 and spring 22) of the Associate year – if you are graduating at the end of fall 21, you are ineligible.
- Please note, you must be in your junior or senior year to be an Associate!

### Common Formatting Mistakes

- Please note and do not exceed the 5 page limit for the body of your proposal (Intro/Significance, Context/Background/Literature Review/Goals, Objectives, Operating Hypotheses, Materials, Procedures/Timeline)! The Board will stop reading/evaluating the proposal when it goes beyond the acceptable length.

### Common Cover Page Mistakes

- On page 1, please don't forget to indicate whether this project will satisfy your Senior Assignment or not.
- At the bottom of page 2, please note the **correct** departmental administrator for purchasing – **this is NOT your mentor or the department chair!** This is the person the Provost's office will work with to transfer your budget funds over to your mentor's department! Please make sure you provide their correct name, e-mail and phone number!

### Common Budget Mistakes

- Please understand that the up-to-\$400 travel money that Associates may receive to travel to present their finished work should not be part of the up-to-\$500 equipment budget. These are two separate pots of monies. The budget you are preparing in your proposal is for up to \$500 in money needed to DO your project (not present it at a conference!). Rarely would that involve travel, although sometimes it could. (E.g., if you needed to travel to a different part of the country to collect a certain type of plant that doesn't grow locally for your project.) Please do not list conference travel (to present your work) in your budget.
- Sometimes you don't need all of the \$500 to complete your project; in that case it's appropriate to just put the amount that you need.
- Sometimes you will need more than \$500 to complete your project; in that case, you need to clearly state from where those additional funds will come.
- Budget items should only include things that can be paid for with state money, and it is up to the mentor to ensure that all budget items can be purchased with state money.

### Common Timeline Mistakes

- Please note that the up-to-\$500 equipment funds will likely not arrive until September. While you are welcome to start working on your project earlier (e.g., in the summer, or early fall), please make sure it's clear that you will be able to do work that doesn't require having those funds before September. (Reimbursement is not possible.)

### Other Common Mistakes:

- If your project requires any sort of external partnership (e.g., if you are working with a local high school), please be sure to provide a letter of support from all external agencies.
- If your project requires any sort of special clearance before you begin, please explicitly state that you will receive such clearance before you begin.

**Final Advice: Please make sure you do a careful read of the URCA Associate Application website before you submit!!!**