



How Does the CUSE Grant Review Process Work?

1. Students submit their applications on urapply.nd.edu based on a rolling deadline.
2. CUSE checks the system every **TUESDAY** morning at 9 a.m. for completed grants.
Completed grants all must include:
 - a. A complete proposal
 - b. An itemized budget
 - c. A letter of recommendation
 - d. A travel waiver (even if you are staying on campus for your work)
 - e. IRB approval (if required for human subjects work)
3. Completed grants are pulled on Tuesday for review. If your grant is incomplete on Tuesday, it will remain pending in the system. In fairness to all applicants, we will NOT add applications to that cycle that come in after the Tuesday deadline.
4. The grant review committee is notified on **WEDNESDAY** of all grants to review for that cycle.
5. The grant review committee has until **THURSDAY** at 9 a.m. **THE FOLLOWING WEEK** to review and score completed applications.
6. By Friday the following week, decisions are finalized for that cycle and award and decline notifications are sent out.
7. Students who are awarded grants must turn in all required paperwork before funds can be disbursed.
8. Once all required paperwork is turned in, CUSE will request disbursement from the accounting office at Notre Dame, which can take up to a week.
9. Students will receive their funds in their direct deposit accounts, or they will pick up a check at the CUSE office.

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1		CUSE check for completed applications	Completed applications sent to committee for review	APPLICATIONS REVIEWED	
WEEK 2	APPLICATIONS REVIEWED			Decisions finalized	Decisions sent to students by 5 pm

*For example, applications received on Tuesday September 12 at 9am will be reviewed by Thursday September 21 at 9am, and decisions will be sent by 5pm on Friday, September 22.



What Does This Process Mean for Students?

1. While CUSE has a rolling deadline, it is beneficial for students to submit a complete application **AT LEAST THREE WEEKS** before their project start date. That gives CUSE one week to review your application, you one week to complete your paperwork, and accounting one week to disburse your funds.
2. It is beneficial to **APPLY EARLY for CUSE** grants. Costs tend to rise as you approach travel dates, so the sooner you get approved for funding, the sooner you can make your plans and purchases.
3. **CUSE DOES NOT** retroactively fund projects. If you submit an application for a conference three days before the conference is scheduled to begin, your application will not be reviewed and you will not be eligible to receive funding.
4. CUSE encourages you to apply for funding **EVEN IF YOU HAVE NOT BEEN ACCEPTED** to your conference/experience yet. As long as you are clear in your application, CUSE can begin the process of grant review without the formal acceptance from the organization.
5. Students are **STRONGLY ENCOURAGED** to meet with a CUSE advisor and to attend a CUSE grant writing workshop before submitting an application.



What types of scholarly engagement activities does CUSE fund?

Current undergraduates can apply to CUSE to secure funding for the following types of scholarly engagement activities, as long as the specific project is not eligible for funding by any other unit at Notre Dame.

- Independent research, including preliminary research
- Research assistantship
- Conference Presentation
- Scholarly development activities
 - Conference Attendance
 - Seminars
 - Workshops
 - Practicums
 - Other forms of skill acquisition

What types of scholarly engagement activities does CUSE NOT fund?

CUSE does not fund the following types of scholarly engagement activities:

- Activities that are eligible for funding by any other unit at Notre Dame (see our list of Notre Dame funding entities)
- Clinical shadowing
- Credit-bearing programs
- Exam fees
- Study abroad programs
- Notre Dame-related programs (contact the programs to see if any form of financial assistance is available to cover their fees and other costs)
- Community engagement (see the Center for Social Concerns)
- Internships that are not research-based (see the Center for Career Development)
- Language acquisition programs (see the Center for the Study of Languages and Cultures)