Make it EURēCA! Application Process

Working in a research, creative position, or needing support for an independent project?

'Make it EURēCA!' is a way for students to jointly apply with their mentor for the EURēCA! Student Assistant Program. This program uses federal-work study and direct funds to provide salary support to undergraduate scholars. Applying to the program does not guarantee acceptance, so reach out to the Office of Undergraduate Research & Creative Activities (URCA) with questions!

1. MEET WITH URCA OFFICE

Learn about program details & expectations before applying.
- Schedule in Handshake, select: URCA: 'Undergraduate Research- Advising'
- Call LynxConnect: 303-315-4000

2. TALK TO YOUR FACULTY MENTOR

Talk to your mentor about EURēCA!
- EURēCA! Program Details
- Faculty Info Sheet

Still looking for a mentor?
- Tips to Get Started

Mentor have questions? They can contact URCA.

3. FAFSA REQUIRED FOR ALL STUDENTS

Complete the Free Application for Federal Student Aid (FAFSA) or Colorado Application for State Financial Aid (CAFSA) Must be done annually & can take several weeks to process, so start early!
- CU Denver FAFSA instructions
- Learn More: What is work-study

4. REQUEST WORK-STUDY AWARD

Financial Aid will update Award Package
- Check CU Denver Student Portal
- Once Financial Aid package received, **submit brief Work-Study Request Form**
- *Work-Study Request Form* (scroll down)
- Requests expedited if Intent to Hire Letter is attached.
- Take screenshot of work-study amount & email to URCA/ upload with application.

Tips: How to check your work-study

5. DEVELOP PROPOSAL & MENTORING PLAN

Work with mentor to develop proposal, job description, & co-written mentoring plan. Include scope of proposed project, overview of daily tasks, goals for semester, & detailed mentoring plan.
- Example proposals
- Example mentoring plans
- Mentoring contract template

Application Tips: Apply by priority deadlines, but applications still accepted until program full. Can apply before work-study confirmed, but submit work-study request first.

6. COORDINATE & APPLY

Mentor will upload proposal and mentoring plan through 'Make it EURēCA!' option of application. They will need student ID, graduation information, work-study status, & statement of interest to fully submit.
- Application at bottom of website here

Once offered a position, follow steps for Solidify & Hire process. Check you emails!

**QUESTIONS?
CALL 303-315-4000** OR **EMAIL
UNDERGRAD.RESEARCH@UCDENVER.EDU**