2017 CSUN Undergraduate Research Stipend
Application Information, Guidelines, and Instructions

Background: CSUN Scholarships and Grants

CSUN offers a variety of services to undergraduate students attending the University of Nevada, Las Vegas including nine different scholarships with varying criteria. CSUN awards over $200,000 annually in scholarships and grants each year to eligible undergraduate students.

The *Rebel Nation Grant System* offers a variety of resources to eligible undergraduates. The **CSUN Undergraduate Research Stipend** was created for the purpose of supporting students who display research ability and potential by providing financial support while they actively engage in a research project. A primary function of this scholarship is to reduce financial barriers that students may face while completing undergraduate research activities by decreasing the need for outside employment.

Under the CSUN Undergraduate Research Stipend scholarship, funding will be awarded to six (6) undergraduate students: 3 recipients from the Social Sciences, Fine Arts, and Humanities, and 3 recipients from STEM fields. Eligible students that complete the application will be considered to receive a scholarship of $5,000 per academic year, to be disbursed in two $2,500 increments during two semesters of the recipient's choosing (fall and spring, fall and summer, or spring and summer terms). Recipients of the CSUN Undergraduate Research Stipend are required to continuously report on their research progress throughout the award term by presenting at one or more of the UNLV undergraduate research forums (fall, spring, and summer term), and by submitting a midterm progress report, verified by their faculty research mentor, to the Office of Undergraduate Research.

I. Student Eligibility

A complete application packet that meets the criteria outlined below is required to be considered for the CSUN Undergraduate Research Stipend.

    A. Eligibility at time of application: In order to be eligible for this scholarship, a student shall:

        a. Have a 3.0 grade point average at the time of application.

        b. Be officially admitted and enrolled in at least 12 credits or its equivalent as determined as an approved academic accommodation by the Disability Resource Center (DRC). If the student is not taking at least 12 credits, they may submit a statement in the application to the Scholarships and Grants Committee with their reasoning why they should be exempted from this requirement.

        i. In the case of an applicant with a disability, please provide documentation from

the Disability Resource Center (DRC) indicating that the student is taking a course load equivalent to 12 credits as determined by the DRC.

    c. Have a specific research/scholarly/art project planned that will be conducted under the direct guidance of a UNLV faculty research mentor during the 2016-2017 academic year.

    d. Where required, all approvals for the ethical conduct of research and safety in research must be obtained for the project being conducted prior to initiating the research project

        i. IRB approval for work with human subjects

        ii. IACUC approval for work with animal models

        iii. RMS training for research safety

B. Continuing eligibility requirements:

    a. All recipients shall maintain a 3.0 GPA and be enrolled in at least twelve (12) credits per semester, or its equivalent, as determined as an approved academic accommodation by the Disability Resource Center (DRC), during the term of the award.

    b. The recipient must present at one or more of the following events: the Spring Undergraduate Research Forum, the Fall Undergraduate Research Showcase, or the Summer Research Symposium.

    c. Each recipient and their faculty research mentor must submit a brief midterm progress report to the Office of Undergraduate Research (OUR-UNLV) for evaluation in order to ensure the timeline and research goals outlined in the application are being met.

        i. The midterm progress report must be approved by CSUN and OUR-UNLV prior to disbursement of the second installment of the scholarship funds (e.g., the second semester during which the scholarship is awarded).

        ii. The deadlines to submit the midterm progress report are as follows:

            1. For scholarships where the first installment is awarded during the fall semester, the report shall be submitted by November 30th.

            2. For scholarships where the first installment is awarded during the spring semester, the report shall be submitted by April 30th.

    d. Each recipient must submit a brief final research report to OUR-UNLV before the last day of the second academic term for which the scholarship was awarded (Saturday, May 12th for Spring 2018 term; Friday, August 11th for Summer 2018 term).

II. <u>Deadlines</u>

The application for the CSUN Undergraduate Research Stipend opens in the Spring semester and is awarded for the upcoming academic year. The application deadline for the 2017-2018 academic year award is 5:00 pm on Friday, March 24, 2017.

III. Fraudulent Documentation Submission

All applications must be the original work of the applicant. Repeat or duplicate applications, and applications with sections duplicated from any other application will not be considered for the CSUN Undergraduate Research Stipend. The presentation of false or otherwise incorrect information will lead to immediate disqualification of the application, and the student will be referred to the Office of Student Conduct for further consideration.

IV. Required Application Items

Application materials should be submitted through the online submission form which can be found here. All information in the form must be filled in completely, and all required items in Sections 2-5 below must be saved as a *single* PDF and uploaded in the submission form. Section 6 (faculty research mentor letter of recommendation) may be included in the PDF with the other items in sections 2-5, or sent by your research mentor separately to OUR-UNLV at our@unlv.edu. *Applications missing any component are considered incomplete and therefore will not be considered for the CSUN Undergraduate Research Stipend.*

Section 1: Submission Form
The submission form can be accessed using this link. All sections of the form must be completely filled in.

Section 2: Cover Page
A completed, signed, and dated cover page must be included in your application. The Cover page can be found at the end of this document. Your faculty research mentor must also review and sign the cover page in order to be eligible for this award.

Section 3: Statement of Purpose (1 page maximum)
A strong Statement of Purpose is coherent, well-organized and includes the following:
- A concise description of your experience with research/scholarly/art projects and activities
- A concise summary of the research, scholarly, or art project you will be working on
- An explanation of your role in the project you will be working on (*e.g.*, your contribution to the design, methods, data collection, etc.; for performance/visual arts, your contribution to the development, creation, performance, etc. of the project)
- An explanation of the significance of the project to your field of study, UNLV, and the community
- A discussion of how this scholarship support will benefit your academic progress, goals, and research activities. This should also specifically address how this scholarship would reduce any potential financial barriers you might face while completing your research.

Section 4: Your Current Curriculum Vitae (CV)
A curriculum vitae, or CV, is an academic resume that details your academic and research training, experience, and accomplishments. Some helpful CV resources are included here:

- The Purdue OWL has a section on writing a CV.
- Looking at examples of undergraduate student CVs can be helpful since the aim of a CV for a student can be different than that of a professor. American University, and UC San Diego (starting on page 20 of their Career Guide) have some good examples of undergraduate student CVs, and the *Guide to Academia* has an example as well.
- Duke University also has some helpful information and sample CVs for different academic areas.
- OUR-UNLV offers CV templates that can help you design your CV and organize your activities and accomplishments. These templates can be found on the OUR-UNLV Website.

Section 5 (IF APPLICABLE): Ethical Research Approvals
- If your project does not involve the use of human research subject or experimental animals, you may skip this component of the application.
- If your proposed research project involves research with human subjects, include a copy of the Institutional Review Board (IRB) approval for your project.
- If your proposed research project involves work with experimental animals, include a copy of the Institutional Animal Care and Use Committee (IACUC) approval for your project.
- If your project involves the use of human research subjects or experimental animals but you have not yet received approval form the IRB or IACUC, please include an explanation of why you have not yet received this approval for your project, whether you have already submitted your application to the IRB or IACUC, and when you anticipate that you will receive this approval.

Section 6: Faculty Letter of Support (2 page maximum)
One letter of recommendation and support from your faculty research mentor is required. Additional letters of recommendation will not be accepted. This letter can be included in your application packet and uploaded as a single PDF with the materials in Sections 2-5, or sent to OUR-UNLV by your faculty research mentor at our@unlv.edu. A strong faculty letter is:
- Free of grammar and spelling errors
- Individualized and specific to the applicant's strengths and their work
- Addresses the quality and value of the project or work that you will be working on with them
- Addresses the impact this award will have on the student's academic progress, goals, and research activities

CSUN Undergraduate Research Stipend and Research & Development Scholarship Cover Page

Please read this page thoroughly and initial next to each of the eligibility criteria to indicate that you understand and agree to these criteria. Your faculty research mentor must also carefully review this document, and both you and your mentor must sign and date the document in the designated space below prior to uploading it with your application materials. This signed and dated page must be included in your application packet in order to be considered for the CSUN Undergraduate Research Stipend or Research & Development Scholarship. Incomplete applications or applications that are missing the signed cover sheet will not be considered.

Initials   Eligibility Criteria

_____   I understand that I must maintain a GPA of 3.0 or higher during the semesters in which the scholarship is awarded.

_____   I understand that I must be enrolled in 12 credits or equivalent during the semesters in which the scholarship is awarded.

_____   I understand that my project must be conducted under the direct guidance of a UNLV faculty member.

_____   I have obtained or will obtain IRB or IACUC approval prior to conducting research for this project (for projects involving human subjects or experimental animals only).

_____   I have completed or will complete RMS safety training prior to conducting research for this project (for projects involving hazardous materials only).

_____   I understand that recipients of this award are required to present their work at one or more of the following events: the Spring Undergraduate Research Forum, the Fall Research Showcase, or the Summer Research Symposium.

_____   I understand that recipients of this award are required to submit a midterm progress report and a final research report to OUR-UNLV in order to evaluate whether the timeline and research goals outlined in the application are being/have been met.

Applicant Agreement:

I attest that all of the above information, and information contained in the attached application packet, is true and complete. I understand that the Office of Undergraduate Research or CSUN Undergraduate Student Government may investigate any of the materials or statements presented in the application packet, and that the presentation of false information or failure to maintain the eligibility criteria listed above and in the application instructions will lead to immediate disqualification of the application, and any pending CSUN Scholarship funding may be rescinded.

Applicant Signature: _____   **Date**: _____ / _____/ _____

Applicant Name (printed): _____

Faculty Research Mentor Agreement:

I have read the above information and agree to provide oversight to the applicant during the course of the research project for which this application is submitted. I agree that all required permissions for the ethical treatment of research subjects, experimental animals, and safety training will be completed prior to initiating this research project. I agree to submit a midterm and final report on the progress of this project to the Office of Undergraduate Research after the first semester and the final semester of CSUN Undergraduate Research Stipend or Research & Development Scholarship funding.

Faculty Mentor Signature: _____   **Date**: _____ / _____/ _____

Faculty Mentor Name (printed): _____