



2018 CSUN Stipend, and CSUN Research & Development Scholarships Application Information, Guidelines, and Instructions

The Consolidated Students of the University of Nevada (CSUN undergraduate student government), offers two research scholarship annually to support undergraduate students from all disciplines across campus while they engage in research activities: the CSUN Undergraduate Research Stipend, and the CSUN Research & Development Scholarship. Information about these scholarships and the application requirements can be found below. **Please note that if you are applying for both CSUN Scholarships and/or OUR Summer Undergraduate Research Funding (OUR SURF), only one application packet is required to be considered for all 3 scholarships.**

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.

CSUN Research & Development Scholarship:

The CSUN Scholar Program was established by members of student government to recognize high achieving undergraduates at the University of Nevada, Las Vegas. Recipients of the nine different CSUN scholarships are distinguished as “CSUN Scholars” and are admitted to the CSUN Scholar Program, in which they are required to participate in university events throughout the school year. Scholars in this program are high achieving students with diverse backgrounds engaged in contributing to all aspects of the UNLV campus community.

The **Research and Development Scholarship** was created for the purposes of recognizing students who display academic abilities and potential. Under this scholarship, two (2) undergraduates will be admitted into the Scholar Program. Eligible students that complete the application will be considered to receive a scholarship of \$3,000 per academic year. Recipients inducted to the Scholar Program will be invited along with their family to attend an honorary banquet at the start of the fall semester.

CSUN Undergraduate Research Stipend Scholarship:

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 Scholarships.

- 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 NSHE faculty research mentor during the 2018-2019 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 the Spring Undergraduate Research Conference (date TBA).
 - c. Each recipient and their faculty research mentor must submit a brief final report to the Office of Undergraduate Research (OUR) before the last day of the second academic term for which the scholarship was awarded (Saturday, May 18th for Spring 2019 term; Friday, August 16th for Summer 2019 term).

II. Deadlines

The application for the CSUN Undergraduate Research Scholarships opens in the Spring semester and is awarded for the upcoming academic year. The application deadline for the 2018-2019 academic year awards is 5:00 pm on Monday, March 19, 2018.

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 Scholarships. 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 submitted by your research mentor separately to OUR through a link that will be sent to them following submission of your application, or by email at our@unlv.edu. Applications missing any component are considered incomplete and therefore will not be considered for the CSUN Undergraduate Research Scholarships.

Section 1: Submission Form

The submission form can be accessed using [this link](#). All sections of the form must be completely filled in. Please note that if you are applying for both CSUN Scholarships and/or OUR Summer Undergraduate Research Funding (OUR SURF), only one application packet is required to be considered for all 3 scholarships.

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.

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. Applications for the CSUN Research Stipend 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. The OUR offers CV templates that can help you design your CV and organize your activities and accomplishments. These templates can be found on the [OUR Website](#), including a CV template for students in the [Social Sciences](#), a template for [STEM fields](#), and a template for [Fine Arts](#).

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 from 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 (1 page maximum)

One letter of recommendation from your faculty research mentor is required. Additional letters of recommendation will not be accepted. Once your application has been submitted, an email will be sent to your faculty research mentor with a link to submit a letter of support. The letter may also be submitted by email to our@unlv.edu. A strong faculty letter:

- Is signed and dated
- Is free of grammar and spelling errors
- Is 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
- Does not exceed the 1 page maximum length

Cover Page for OUR SURF Funding and CSUN Research Scholarship Applications

Please read this page thoroughly and initial next to each of the eligibility criteria to indicate that you understand and agree to these criteria. You must also 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 OUR SURF summer research funding and for the CSUN Undergraduate Research Scholarship. Incomplete applications or applications that are missing the signed cover sheet will not be considered.

I am applying for the following scholarships (mark all that apply):

- ☐ OUR Summer Undergraduate Research Funding (OUR SURF)
- ☐ CSUN Undergraduate Research Stipend
- ☐ CSUN Research & Development Scholarship

Initials Eligibility Criteria

_____ I understand that I must maintain a GPA of 3.0 or higher during the semesters in which a CSUN scholarship is awarded, and have a minimum GPA of 2.5 at the time that the OUR SURF scholarship is awarded.

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

_____ I understand that scholarship recipients are required to submit a final research report to OUR in order to evaluate whether the timeline and research goals outlined in the application were met.

_____ I understand that Scholarship recipients are required to present their work at the Spring Undergraduate Research Conference in order to be eligible for future CSUN and OUR research scholarships.

_____ 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).

CSUN Scholarship Applications Only:

Initials Eligibility Criteria

_____ I understand that CSUN Scholarship recipients are required to be enrolled in 12 credits or equivalent at the time of application, and during the semesters in which the scholarship is awarded.

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 OUR or CSUN Scholarship funding may be rescinded.

Applicant Signature: _____

Date: ____/____/____

Applicant Name (printed): _____