APPLICATION
FREDERICK B. KILMER UNDERGRADUATE RESEARCH APPRENTICESHIP

Read the accompanying document Guidelines for Completing Your Kilmer Application. It describes the specific information you are expected to include in your application. Please type your application – handwritten applications will not be accepted.

STUDENT INFORMATION
Name: ____________________________  P#: _________________
College Mailing Address: ________________________________  
Primary Phone Number: ___________________________  Email: ________________________________
Academic Major and Minor: ________________________________  Hometown: ________________________________
Total Academic Credit Hours Earned as of Date of This Application: ________________  Overall GPA: ________________
I have read and understand the Guidelines for Completing Your Kilmer Application: Yes  No

FACULTY MENTOR INFORMATION
Name: ____________________________  Title/Academic Rank: ________________________________
Department: ________________________________  Campus Address: ________________________________
Campus Phone Number: ________________________________  Email: ________________________________

ACADEMIC REGISTRATION INFORMATION
*NOTE: Academic year projects require registration in a course

Term of Proposed Project:

_____ One year (two semesters)  beginning Fall  __________ (year)

_____ One year (two semesters)  beginning Spring  __________ (year)

_____ One semester  beginning Fall  __________ (year)

_____ One semester  beginning Spring  __________ (year)

Specify the course for which you will be registered for your project:

_____ INTD 499: Kilmer Undergraduate Research

_____ Other (department and course number): ____________________________________________

How many credit hours? __________  Grading Procedure: _____Number _____S/U

PROJECT INFORMATION
2015-2016 Academic Year

Have you previously received a Kilmer Award?    Yes       No
If 'Yes', how many and in what semester(s)/year(s)?
'If 'Yes', is this (current) application a continuation of that project or related to it in any way?
    No
    Yes, this is a continuation of a previously funded project. Describe the progress you have made from the previous funding period to this new funding period.

1. Project Title:

2. Project Description (450 Word Maximum, 35 total points), to include:
   a. Introduction and Background/Review of Pertinent Literature. Please attach a bibliography/list of references (15 pts)
   b. Describe what you plan to do during the course of your project/Methodology (15 pts)
   c. Explain how the project extends beyond your regular coursework requirements (5 pts)

3. Nature of Collaboration with Your Faculty Mentor (10 pts):
   a. Describe how you will collaborate with your mentor and your respective responsibilities for the project. How often and for how long will you meet?

   b. Will you be working with other students, faculty or professionals on the project?    Yes    No

   c. Is this project part of a larger or on-going study?    Yes    No
      Explain in detail:

4. Academic Assignments/Work Required of You for Your Research Project (10 pts):

5. Expected Presentation of Findings (10 pts):

6. Timeline for Your Project (5 pts):

7. Budget (10 pts)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SOURCE</th>
<th>COST</th>
<th>TAXES + S/H</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   TOTAL AMOUNT OF FUNDING BEING REQUESTED

   *Attach estimates as the last page/s to your application.*

8. Budget Justification (10pts)

OTHER SOURCES OF FUNDING
Have you received or planning on requesting any other sources of funding for your project? Yes  No
If ‘Yes’ then specify all sources and amounts.

**ADDITIONAL APPROVALS**

Does your project require approval from one of the following (check one)?
- Institutional Review Board (IRB)?
- Institutional Animal Care and Use Committee (IAC&UC)?

If ‘Yes’
- When did/will the project receive approval? _____________________________
- When did/will you complete the CITI program? ___________________________

*Students IRB & IAC&UC should contact Johanne Sullivan as soon as possible
SUNYPotstamIRB@potsdam.edu or sullijo@potsdam.edu

**REQUIRED SIGNATURES**

Student ___________________________________________ Date _________________

Faculty Mentor ___________________________________________ Date _________________

Department Chairperson ________________________________ Date _________________

For applicants with a GPA under 2.5

Academic Advisor _______________________________ Date _______ Supporting letter ______

____________________

**Center for Applied Learning Action**

Received by Center for Applied Learning on _____/____/_____ by ____________________________

Is applicant up to date on any previous Kilmer reports? NA  YES  NO ______________________

Sub-Committee Recommendation ______APPROVED ______ NOT APPROVED

Note conditions to approval:

Verification of Action by Director of Student Research __________________________ on ____/____/___
INSTRUCTIONS FOR COMPLETING YOUR KILMER APPLICATION

This document describes in detail the information required for successful completion of your application. It is also recommended that you review all the criteria in the Kilmer brochure or on the website. They detail all requirements of the apprenticeship, as well as funding amounts.

The student will complete all sections of the application. While the student will need to consult with their faculty mentor, it is important for the student to demonstrate a comprehensive understanding of the project they are proposing. Therefore, it is the responsibility of the student to write/prepare the application. You should be at a point in your research experience where you understand the project and can clearly articulate your ideas in the proposal. Students working on long-term projects may want to work on a project for a time before they submit a Kilmer application.

The most common things that lead to an unsuccessful application are:

- Not fully completing the application (leaving answers blank).
- Not reading the instructions (word count, typed vs handwritten, etc.)
- Overgeneralizing (not providing enough detail) especially in the Collaboration, Academic Assignments, Timeline or Budget sections.
- Not including your main research question(s) or supporting citations in your Project Description.
- Failing to have a specific goal about where you might plan to disseminate your findings. Simply stating “We plan to present our findings at a national conference” is not sufficient.
- Relying too much on your faculty mentor when completing the application. The student must complete the application. If the student does not understand the project they are about to undertake, then they need to become familiar with some of the related literature or perhaps wait until they are further along in the course of their project to apply for funding.

STUDENT AND FACULTY MENTOR INFORMATION
This is basic information needed to make sure that you qualify to apply for funding and so we may contact you if necessary. Check to make sure you correctly spell email addresses and phone numbers. Make sure that your credit hours and GPA represent your current standing.

ACADEMIC REGISTRATION INFORMATION
Indicate the term for which you are applying for funding. There is a difference between year-long (two semester) and one semester funding. Check if you plan to register for your project as an INTD 499 (Kilmer Undergraduate Research Apprenticeship) OR if you prefer to register within your department (i.e. CHEM 497). Indicate how many credit hours you plan to register for.

PROJECT INFORMATION
Please be sure to indicate if you’ve previously received the Kilmer award and when.

a. Project Title. This is simply the title of your project. It is fine if the title changes later on for presentations, etc.

b. Project Description (450 word maximum). There are three main sections to the description with the breakdown of points below:
   i. Introduction and Background/Review of Literature. Include your main thesis statement/research question and use supporting citations to support your argument. This is the section where you can really generate interest by demonstrating your enthusiasm for and knowledge about your project.
Keep in mind that your application will be evaluated by faculty from a variety of disciplines and may not be versed in your field of study. Use minimal jargon/scientific terminology and make sure to fully explain the most important aspects of your project so that all evaluators can understand your proposal. If an evaluator cannot interpret information accurately, you will lose points. Be sure to include a list of references/bibliography.

ii. Describe what you plan to do during the course of your project. Explain exactly what you plan to do. Outline your methodology. What research will you apply? This is where you need to carefully detail the process of your planned project. If you do not know what you plan to do, consult with your faculty mentor or consider waiting to apply in the future when you better understand your project. We understand that sometimes plans can change during the course of a project. Worry about that later. Indicating a plan of action will help the selection committee to know that you understand your project.

iii. Explain how the project extends beyond your regular coursework requirements. Describe why it is important to conduct this project outside what you might normally experience in a class.

c. **Nature of Collaboration with Your Faculty Mentor.** Describe in detail how you will collaborate with your mentor. Also include your respective responsibilities for the project. Make sure to clearly indicate if this project is student-driven (your idea), or part of a larger/on-going project (the faculty mentor's). How often and for how long will you meet? Will the nature of your collaboration change or evolve over time? Will you be working with other students, faculty or professionals on the project? If 'Yes', indicate any other students or professionals who may be involved and what, if any, kind of interaction or collaboration you may have with them over the course of your project.

d. **Academic Assignments Required for Your Research Project.** Specify any assigned work required of you during your project. It is important to indicate some sort of related literature as this helps to establish that you have a basic understanding of the project you propose. Assignments might include such things as lab notebooks, journal entries, interviews, surveys, transcriptions, archival work, or a journal article. Make every effort to detail what you plan to include in each of your assignments. You must attach a bibliography to your application, knowing that you will most likely add to it as you proceed through your project.

e. **Expected Presentation of Findings.** A requirement for receiving a Kilmer award is that you present the results of your findings in a scholarly venue appropriate to your discipline in a timely manner. All Kilmer recipients will present at the annual Learning & Research Fair (April) and submit a paper in manuscript format to The Minerva Journal. Exceptions to this policy are made when students submit their work to a discipline specific conference or meeting/scholarly journal. In this section, indicate what format would be the most appropriate forum to share your findings and any specific venues you plan to approach.

f. **Timeline for Your Project.** In this section you must include specific dates for your plan of action. You might include a week-to-week or month-to-month projection of completion for key points in your project. If you are working on a smaller part of a larger project, indicate when the larger project began and how your project fits into the overall process. While it is understood that your timeline may alter as you proceed with your project, it is important to have a plan of action when beginning. If you have already completed part of your project and are anticipating presenting your findings, indicate what you plan to do as you prepare to present.

g. **Budget.** You must specify all anticipated expenditures associated with your project for which you seek funding. The items you list must directly correspond to the project description, assignments and timeline...
you have detailed in your application. Make sure to include any shipping and handling charges for materials or supplies. These must not be estimates, but actual costs and they must be documented. For example, if you are purchasing pens from Staples, you will need to include the exact cost of the pens, how many you will order, taxes and shipping/handling charges. You will also need the invoice or printed estimate to include as an appendix.

If you are applying for travel expenses, include estimated charges if you have not yet made arrangements. If you plan to share a hotel room, you can only include your share of the room costs. For example, if two of you plan to share a hotel room, you can only list 50% of the total bill. You will also be required to submit a hotel invoice with your name on it when you submit your receipts. All typical NYS travel stipulations apply to mileage, hotel, per diem, tax, etc.

See the Kilmer brochure for specific award amounts. The Kilmer Fund will not pay for any additional charges you may incur beyond what you indicate in your budget.

Budget justification: Justify the cost of the items and the reasons why the items in your budget are necessary for your project proposal in the section below the expense chart.

2. OTHER SOURCES OF FUNDING. Have you received or plan on requesting any other sources of funding for your project? If “Yes”, then specify all sources and amounts. It is not uncommon to combine different sources to fund a project. You must indicate which parts of your project you are funding from each source.

3. Indicate if your project requires approval from either the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IAC&UC). Indicate when the project received approval and when you did or will complete the CITI program. If you have not already done received these approvals, then you must indicate on your application your timeline for completing these.

4. REQUIRED SIGNATURES. Three signatures are required for your completed application: you, your faculty mentor, and the department chair. If your grade point average is below a 2.5, you will also need the signature (and a supporting letter) from your academic advisor. All signatures must be submitted by the designated deadline. Applications will are not considered complete unless all required signatures (email acknowledgements) are included.

Check to make sure you have completed all sections of the application. Use this checklist to insure that you complete the required sections of the application:

___ Application completed by student in consultation with the faculty mentor
___ Application content follows specified guidelines for font size, length, and sentence structure
___ Signed by student or if submitted electronically, sent from student’s Potsdam email address for verification
___ Signed by faculty member (or email from faculty’s Potsdam email address for verification)
___ Signed by Department Chairperson (or email from Chairperson’s Potsdam email address sent verifying that they have read and approve the project)
___ Signed by Academic Advisor (including a supporting letter) if the student’s GPA is below a 2.5.
___ Application submitted by due date and time (refer to Kilmer Info Page)