Guidelines for Completing Your Kilmer Application

You are welcome to consult with the Director of the Office for Student Research and Creativity for advice on formulating your project and completing your application, including questions related to the purchase of resources or equipment for the project per your budget (some restrictions may apply). For questions about the application process, please contact the OSRC secretary at lawrenbs@potsdam.edu.

GENERAL CONSIDERATIONS

Successful applications typically:
- Avoid leaving blanks (be sure to check your answers)
- Follow specified guidelines for length, exhibit correct grammar, and avoid typographical errors (spell check)
- Provide sufficient detail, especially in the Collaboration, Academic Assignments, Timeline, and Budget sections
- Include main research question(s) or supporting citations in the Project Description section
- Specify a plan for disseminating your findings (if you aim to present at a conference, include its name, location, time, and date)

STUDENT AND FACULTY MENTOR INFORMATION

This information helps to determine whether you qualify for Kilmer funding, and enables us to contact you should that become necessary.
- Check for correct email addresses and phone numbers
- Make sure that your stated credit hours and GPA reflect your current standing
- Incompletely filled out forms will result in your application being rejected

ACADEMIC REGISTRATION INFORMATION

Indicate the term/s for which you are applying for funding. Check whether you plan to register your project for additional academic credit as an INTD 499 (Kilmer Undergraduate Research Apprenticeship) OR if you prefer to register within your department (i.e. CHEM 497). Indicate the number of credit hours for which you plan to register. All two-semester (but not single semester or summer) Kilmer recipients are also required to register for and complete INTD 450 (1 cr.) during the term of their Kilmer award (usually taken during the second semester of the award).
1. **Project Title** (12-word maximum).
   a. This is simply your project’s title. Titles may be changed later for presentations.

2. **Project Description** (350-word maximum) Three main sections are required:
   a. *Introduction and Background/Review of Literature.* Include a thesis statement/research question, complete with citations that support your argument. Aim to demonstrate your enthusiasm for and knowledge about your project. Keep in mind that your application will be evaluated by reviewers from a variety of disciplines who may not be well-versed in your field of study. Avoid jargon/scientific terminology, and make sure to 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.
   b. *Plan for your project.* Explain your methodology. What research will you build upon? Outline the process entailed in your proposed 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.
   c. *Explanation of how the project extends beyond your regular coursework.* Explain why your project is best conducted outside your normal coursework.

3. **Nature of Collaboration with Your Faculty Mentor** (200-word maximum)
   a. Describe in detail how you will collaborate with your faculty mentor. What are your respective responsibilities for the project? Clearly indicate whether 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 evolve over time? If you will be working with other students, faculty, or professionals on a project, state their names and affiliations, and explain what kind of interaction or collaboration you expect to pursue during your project.

4. **Academic Assignments Required for Your Kilmer Project** (100-word maximum)
   a. Identify any assigned work required for your project. Assignments might include lab notebooks, journal entries, interviews, surveys, transcriptions, or archival analysis. Specify the components in each of your assignments. You must attach to your application a bibliography of relevant literature, knowing that it will most likely be added to as your project develops.

5. **Anticipated Presentation Forum** (50-word maximum)
   a. Kilmer awardees are expected to present the results of their findings in scholarly venues appropriate to their academic disciplines. In general, presentations should occur within six months of a project’s completion. It is understood that you might not have specific plans for dissemination at the time of your application; if that is the case, you should consult your Faculty Mentor for help identifying the format most appropriate for sharing your findings and the most likely venues for presenting your work. Be as specific as possible.

6. **Timeline** (200-word maximum)
   a. While it is understood that your timeline may alter as you proceed with your project, it is essential to begin with a reasonably detailed plan of action. In this section, you should include a week-by-week or month-by-month projection of completion dates for key stages in your project. If you are working on a smaller segment of a larger collaborative project, indicate when the larger project began and explain how your project fits into its overall process. If you have already completed part of your project and anticipate presenting your findings, indicate the steps remaining in your preparation.
GUIDELINES

BUDGET

1. **Budget**
   a. You must specify all anticipated expenditures associated with your proposed project. The specified items must correspond directly to the project description, assignments, and timeline presented in your application.
   b. Budget items may not be estimates, but must represent actual costs, complete with documentation. Include any shipping and handling charges for materials or supplies. For example, if you are purchasing pens from Staples, indicate their exact number and cost, including taxes and shipping/handling charges. Any invoices or printed estimates should be included in an appendix to your application.
   c. For anticipated travel expenses, include estimated charges if you have not yet made your arrangements. Online sites will provide baseline airfares and hotel costs. If you plan to share a hotel room, you may only include your share of hotel costs. For example, if two students will share a hotel room, you may only list 50% of the total bill. A hotel invoice with your name on it will be required when you submit your receipts. All typical NYS and SUNY Potsdam travel stipulations apply regarding mileage, hotel, per diem, tax, etc. Forms and guidelines are available on the CAL website.
   d. Items bought with Kilmer funds are meant to support student projects. If they are not expended during the course of projects, it is expected that they will be returned to the CAL for future use by Kilmer recipients. The CAL has laptop computers available for long-term loans in support of Kilmer projects; normally, computer hardware is not approved for purchase with Kilmer funds.
   e. The Kilmer Fund will not reimburse awardees for charges incurred beyond those listed in your budget.

2. **Documentation**
   a. Attach invoices and estimates as an appendix to your Information Form.

3. **Budget Justification**
   a. Explain the reasons why budgetary items are necessary for your project. If item cost is beyond the norm, you must justify the extra cost (e.g., you need particular software add-ons to analyze your data).

ADDITIONAL MATTERS

1. **Other Sources of Funding**
   a. Have you received or do you plan to request additional 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 portions of your project you are funding from each source.

2. **Additional Approvals**
   a. Indicate whether your project requires approval from either the **Institutional Review Board** (IRB) or **Institutional Animal Care and Use Committee** (IAC&UC). Note when the project received approval and when you did or will complete CITI certification. If you have not yet received these approvals, you must present a timeline for their completion.

3. **Faculty Mentor Support Form**
   a. We must receive a completed form from your Faculty Mentor assenting to a willingness to mentor you through the course of your project, and to instruct you in any independent study courses (except INTD 450) taken in conjunction with your Kilmer project.
Guidelines

**CHECKLIST**

Applications must:

- ____ include an online Information Form completed by the student
- ____ include an Application Form completed by the student in consultation with the Faculty Mentor
- ____ include a Faculty Mentor Support Form submitted via email by due date and time
- ____ include a letter of recommendation from your Academic Advisor (if the student’s GPA is below 2.5)
- ____ be submitted by due date and time