APPLICATION

FREDERICK B. KILMER STUDENT RESEARCH FELLOWSHIP

Read the accompanying document Guidelines for Completing Your Kilmer Application. It describes the specific information you are expected to include in your application. Failure to include requested information will result in your application not being considered for funding. Please type your application – handwritten applications will not be accepted. Submit your completed applications to the Center for Applied Learning, 107 Crumb Library. The deadline for applying for Summer 2016 is April 22nd, 4:00 p.m. Fall 2016 is April 29th, 4:00 p.m.

STUDENT INFORMATION

Name: ____________________________________________ P#: ____________________________

College Mailing Address:
_____________________________________________________________________________________

Primary Phone Number: __________________________ Email: ____________________________

Academic Major and Minor:
_____________________________________________________________________________________

Home Address:
_____________________________________________________________________________________

_____________________________________________________________________________________

Total Academic Credit Hours Earned: ___________ Overall GPA: ___________

Have you previously received a Kilmer Award? Yes ______ No ______
If “Yes,” how many and in what semester(s)/year(s)?
_____________________________________________________________________________________

I have read and understand the Guidelines for Completing Your Kilmer Application: Yes ______ No ______

FACULTY MENTOR INFORMATION

Name: ____________________________________________

Title: ____________________________________________

Department:
_____________________________________________________________________________________

Campus Address: ____________________________________________
Email: ____________________________ Campus Phone Number: ____________________________

**ACADEMIC REGISTRATION INFORMATION**

*Note: Academic year projects require registration in a course.*

Term of Proposed Project:

- ______ One year (two semesters) beginning Fall ________ (year) and Ending:

- ______ (year)

- ______ One year (two semesters) beginning Spring ________ (year) and Ending:

- ______ (year)

- ______ One semester beginning Fall ________ (year) and Ending:

- ______ (year)

- ______ One semester beginning Spring ________ (year) and Ending:

- ______ (year)

Are you registering for course credit?  Summer ____________ Fall ____________ Spring ____________

If “Yes,” specify the course for which you will be registered for your project:

- _____ INTD 499: Kilmer Undergraduate Research
- _____ Other (list department and course number): ____________________________ (ie: CHEM497)

How many credit hours? ____________ Grading: ________ (Number) _____S/U

**PROJECT INFORMATION**

*If you previously have received a Kilmer Award, 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 (15 pts)
   
   b. Describe what you plan to do during the course of your project (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.
   
   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):
   
   a. Is a bibliography attached?  Yes  No
5. Expected Presentation of Findings (10 pts):

6. Timeline for Your Project (5 pts):

7. Budget (please see your Kilmer advisor for help with this section), (10 pts):

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TOTAL AMOUNT OF FUNDING BEING REQUESTED

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

8. Budget Justification (10 pts).

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)? Yes No

- 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? ________________________________

REQUIRED SIGNATURES
CAL/SR OFFICE ACTION
Received by Center for Applied Learning - Student Research 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

The application must be typed, 11 or 12 point font. Handwritten applications will not be accepted. Do not exceed the word count where indicated. When completed, the application should NOT exceed five pages long.

The most common things that lead to a successful application are:
- Check your answers; do not leave any blanks.
- Be sure to provide enough detail especially in the Collaboration, Academic Assignments, Timeline, and Budget sections.
- Include your main research question(s) or supporting citations in your Project Description.
- Have a specific goal(s) about where you might plan to disseminate your findings. If presenting at a conference, include name, location, time, and date of conference.

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. Failure to fill out any information, sign your forms, or get the required signatures will result in your application being rejected.

ACADEMIC REGISTRATION INFORMATION
Indicate the term for which you are applying for 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 for which you plan to register.

PROJECT INFORMATION
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. Outline your methodology. What research you will 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.
   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 faculty 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? If you will be working with other students, faculty, or professionals on a project, indicate these other students, faculty, 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. 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. In general, this is to be within 6 months of completion of your project. While it is understood that you might not have specific plans for dissemination at the time of your application, you and your faculty mentor should have some plan of action regarding dissemination. In this section then, 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.** Indicate how you plan to execute your plan of action. 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. You can easily go online to check airfares and hotel costs. 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.

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.
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.

ADDITIONAL APPROVALS. 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 AND received these approvals, then you must indicate on your application your timeline for completing these.

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 are not considered complete unless all required signatures and/or (email acknowledgements) are included.

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