

# Lougheed

## Center for Applied Learning

## Guidelines for completing your Mentored Student Research Application

EXPLORE EXPERIENCE REFLECT BECOME

You are welcome to consult the Assistant Director of the Lougheed Center for Applied Learning, 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 Lougheed Center for Applied Learning at [appliedlearning@potSDam.edu](mailto:appliedlearning@potSDam.edu)

### **GENERAL CONSIDERATIONS**

Successful applications will:

- Be written in the student's own words (cut-and-paste passages from a larger project abstract will result in lost points)
- Avoid leaving blanks (be sure to check your answers)
- Follow specified word limits, use correct grammar, and avoid typographical errors (spell check)
- Provide sufficient detail, especially in the Collaboration, Academic Assignments, Timeline, and Budget Justification 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, and date)

### **STUDENT AND FACULTY MENTOR INFORMATION**

This information helps to determine whether you qualify for funding and enables us to contact you.

- Check for correct email addresses and phone numbers.
- Make sure that your stated credit hours and GPA reflect your current standing.
- Note that you are allowed no more than two faculty mentors for your project; most projects need only one mentor.
- Incomplete applications will be rejected.
- **Presidential Scholar only:** two letters of recommendation (at least one must be from a faculty mentor for your project)
- **Kilmer applicants: Faculty Mentor Support Form.** 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 APLE 450) taken in conjunction with your Kilmer project. Faculty mentors are expected to specify if, and how, any proposed Kilmer projects are related to their own research lab or projects.

### **ACADEMIC REGISTRATION INFORMATION**

**Kilmer only:** Indicate the term/s for which you are applying for funding. Summer Kilmer proposals may not be linked with academic terms. Check whether you plan to register your project for additional academic credit such as an APLE 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.

**Two semester Kilmer only:** are required to register for and complete APLE 450 (1 cr.) during the term of their Kilmer award (usually taken during the second semester of the award).

**Presidential Scholar:** required to register for and complete APLE 450 "Honors Research Colloquium" (1 cr.) during the term of their Presidential Scholar award (usually taken during the final year of the award).

## **PROJECT INFORMATION**

1. **Project Title** (12-word maximum)
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 supporting citations. Aim to demonstrate your enthusiasm for and knowledge about your project. Your application will be evaluated by reviewers from a variety of disciplines who may not be well-versed in your field of study, so avoid jargon/scientific terminology and make sure to explain the most important aspects of your project using accessible language. If evaluators 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 exactly what you plan to do, consult with your Faculty Mentor for help with your project design 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.

## **KILMER ONLY**

1. **Collaboration with Your Faculty Mentor** (200-word maximum)
  - a. Describe your faculty mentor's role in guiding your project. What are your respective responsibilities? How often, and for how long, will you meet? You must clearly indicate whether this project is student-driven (your idea) or part of a larger/on-going project (the faculty mentor's).
  - b. If your project is related to the work of a larger research team (part of a mentor's lab or research project), 1) identify the focus of the mentor's research and 2) explain how your proposed project is distinctive (i.e., different from the work of others in the research group). Consult your faculty mentor, if necessary, to clarify the nature of your project's distinctive features. The review committee places great emphasis on your ability to articulate your project's distinctiveness.
2. **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, consult your faculty mentor for help identifying the format most appropriate for sharing your findings and the venues for presenting your work. Be as specific as possible.

## **ACADEMIC ASSIGNMENTS**

### **Kilmer Project** (100-word maximum)

- 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 be added to as your project develops.

### **Presidential Scholars**

- **All** Presidential Scholar recipients are required to register for and complete APLE 450 "Honors Research Colloquium" (1 cr.) during the term of their Presidential Scholar award (usually taken during the final year of the award).

## **TIMELINE (200-word maximum)**

- While it is understood that your timeline may alter as your project develops, it is essential to begin with a reasonably detailed plan of action. In this section, lay out a semester-by-semester projection of completion dates for key stages in your project. Explain why each stage of your project is essential to your project design.
- If your project requires approval from either the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IAC&UC) approval, your timeline must indicate when you plan to seek these approvals and (if required) when you did or will complete CITI certification.

## ***WORKING WITH HUMAN OR ANIMAL SUBJECTS***

Be aware that projects entailing work with human, or animal subjects will most likely require approval from SUNY Potsdam's Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC). In such cases, official approval must be granted before you may embark on some essential stages of your project. Be sure to discuss the process with your faculty mentor so that your project design and timeline reflects these requirements.

- 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.

## ***BUDGET***

### **Budget**

- Specify all anticipated expenditures associated with your proposed project. Specified items must correspond directly to your project description, assignments, and timeline.
- 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. Any invoices or printed quotes should be included in an appendix to your application.
- 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 include only your share of hotel costs. For example, if two students share a hotel room, you may list only 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 [LoCAL website](#), scroll down to Travel Forms.
- Items bought with Mentored Student Research funds are meant to support student projects. If they are not expended during projects, it is expected that they will be returned to the LoCAL for future use by research recipients.
- Computer hardware is not approved for purchase with Mentored Student Research funds.
- Awardees will not be reimbursed charges incurred beyond those listed in your budget.

### **Documentation**

- Attach invoices and quotes as an appendix.

### **Budget Justification**

- Explain how your budgetary items will be used for your project. It is especially important, regarding **Kilmer** projects that are related to a faculty mentor's overarching research agenda, that your budgetary expenditures are differentiated from those that support the larger project. Faculty mentors are expected to help students to clarify these distinctions.

### **Other Sources of Funding**

- 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.