Lougheed
Center for Applied Learning

EXPLORE EXPERIENCE REFLECT BECOME

GUIDELINES FOR COMPLETING YOUR PRESIDENTIAL SCHOLAR APPLICATION

You are welcome to consult the Associate Director Lougheed Center for Applied Learning Dr. Thomas Baker 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 us at appliedlearning@potsdam.edu.

GENERAL CONSIDERATIONS

Successful applications will:
- Be written in the student's own words
- Avoid leaving blanks (Incomplete applications will be rejected)
- Follow specified word limits, use correct grammar, and avoid typographical errors (It doesn't hurt to spell/grammar check)
- Include main research question(s) or supporting citations in the Project Description section
- Provide sufficient detail, especially in the Timeline and Budget Justification sections

STUDENT AND FACULTY MENTOR INFORMATION

This information helps to determine whether you qualify for Presidential Scholar 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
- We must receive a completed Faculty Mentor Form (available online) assenting to your prospective faculty mentor's willingness to guide you through the course of your project (one form from each mentor, should you have two faculty mentors)
- We must receive two letters of recommendation (at least one must be from a faculty mentor for the project)

Academic Registration Information

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).

Working with Human of Animal Subjects

Be aware that projects entailing work with human subjects 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.

Project Information

Project Title (12-word maximum)

This is simply your project's title. Titles may be changed later for Colloquium presentations.

Project Description (350-word maximum)

Introduction and Background/Review of Literature

- Include a thesis statement/research question/statement of project design.
- Aim to demonstrate your enthusiasm for and knowledge about your project.
- Remember 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 using accessible language. If evaluators cannot interpret information accurately, you will lose points.

Plan for your project

- Explain your methodology. What research will you build upon? Outline the process entailed in your proposed project.
- In all cases, consult with your Faculty Mentor for help with your project design. Make sure that your project is "right-sized" (it is neither too limited in scope nor—more likely—too extensive for the time frame).
- The committee looks favorably on projects that explore a problem/topic creatively, going beyond the norm.

Explanation of how the project extends beyond your regular coursework

- Explain why your project is best conducted outside your normalcoursework.

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.

BUDGET

- Specify all anticipated expenditures associated with your proposed project. Budget items must correspond directly to your project description and timeline. In the Budget Justification section, explain specifically how your budgetary items will be used for your project.
- Budget items may not be estimates; they 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 estimates should be attached 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 will 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.
- Durable items bought with Presidential Scholar funds are meant to support student projects. If they are not expended during the project, it is expected that they will be returned to the LoCAL for future use by Presidential Scholar recipients. The LoCAL has laptop computers available for long-term loans in support of Presidential Scholar projects; normally, computer hardware is not approved for purchase with Presidential Scholar funds.
- The Presidential Scholar Fund will not reimburse awardees for charges incurred beyond those listed in your budget.

CHECKLIST

Applications are to be submitted online by the official due date and time. A completed application will include:
- an Application Form completed by the student in consultation with the faculty mentor/s
- an attached Budget (with justification)
- two letters of recommendation