

Lougheed

Center for Applied Learning

EXPLORE EXPERIENCE REFLECT BECOME

GUIDELINES FOR COMPLETING YOUR KILMER APPLICATION

You are welcome to consult 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 appliedlearning@potdam.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 (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 section
- 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 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)

ACADEMIC REGISTRATION INFORMATION

- 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.
- All two-semester (but not single semester or summer) Kilmer recipients are also required to register for and complete APLE "Honors Research Colloquium" 450 (1 cr.) during the term of their Kilmer award (usually taken during the second semester 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 normal coursework.

COLLABORATION WITH YOUR FACULTY MENTOR (200-WORD MAXIMUM)

- 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/ongoing project (the faculty mentor's).
- If your project is related to the work of a larger research team (part of a mentor's lab or research project):
 - Identify the focus of the mentor's research
 - 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.

ACADEMIC ASSIGNMENTS REQUIRED FOR YOUR 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.

- If applicable, include a bibliography of relevant literature, knowing that it may be supplemented as your project develops.

ANTICIPATED PRESENTATION FORUM (50-WORD MAXIMUM)

- 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 most likely venues for presenting your work.
- Be as specific as possible.

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 Kilmer 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 Kilmer recipients. The LoCAL has laptop computers

available for long-term loans in support of Kilmer projects; normally, computer hardware is not approved for purchase with Kilmer funds.

- The Kilmer 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)
- one Faculty Mentor Support Form for each faculty mentor