

Lougheed

Center for Applied Learning

Guidelines for Completing Your

Kilmer Application

EXPLORE EXPERIENCE REFLECT BECOME

You are welcome to contact Dr. Thomas Baker Associate Director, 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 us 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 (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 Kilmer 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

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 450 (1 cr.) during the term of their Kilmer award (usually taken during the second semester of the award).

PROJECT INFORMATION

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 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.
3. **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.
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, 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 your project develops, it is essential to begin with a reasonably detailed plan of action. In this section, lay out 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.

BUDGET

1. Budget

- a. Specify all anticipated expenditures associated with your proposed project. Specified items must correspond directly to your project description, assignments, and timeline.
- 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. 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 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.
- 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 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.
- 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 how your budgetary items will be used for your project. It is especially important, with regard to 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.

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 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.

CHECKLIST

Applications must:

- include an online Qualtrics 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