**INSTRUCTIONS**

1)Complete Narrative *(page 2)*

2) Complete Budget *(page 3)*

3) Complete Signature Page *(page 4)*

4) Complete Faculty Mentor Letter of Recommendation/Support Page *(page 5)*

5) Complete Huskies Connect Application: [***stcloudstate.edu/rsp/student/surf.aspx***](https://www.stcloudstate.edu/rsp/student/surf.aspx)

|  |
| --- |
| ***Huskies Connect Application will collect the following information:*** |
| 1. Project Information: Title, budget amount requested, budget amount from other source(s), seminar series preference |
| 2. Student Information: Tech ID, phone, email, expected graduation date, academic classification for fall 2021, number of credits completed at end of spring semester, GPA, Major/Minor, graduate school plans |
| 3. Previous Research: Honors, awards, or special recognition received, prior research experience |
| 4. Faculty Mentor(s) Information: School/College, Department, Email |
| 5. Attachments:   * + - Narrative, Budget, Signature Page, and Recommendation     - Budget justification documentation (i.e. quotes/verification of items in the budget) |

**Evaluation Rubric***(completed by review panel)*

|  |  |
| --- | --- |
| **Criteria** | **Max. Points Possible** |
| **Significance of the Project:**   * Does the proposal have a research question or creative idea that is interesting, innovative, and significant? * Is it clear how the project fits into the broader scholarly or creative field? * Does the project present clearly stated goals/objectives, design and methods? | **12** |
| **Quality of the Proposal:**   * Is the proposal well written, well defined, convincing? * Is it complete? Are all parts clearly explained in accordance with the proposal outline? * Is it understandable to a general, educated reader who is not a specialist in the proposed research field? * Is the project manageable and appropriate for the time frame? | **12** |
| **Qualifications and role of the Student Applicant:**   * Are the qualifications, preparation, and experience of the student adequate for carrying out the project? * Does the student have creative input to the project, student play a central role in the project, including analysis and dissemination of findings, as applicable? | **4** |
| **Feasibility of the Project:**   * Is the budget clear and appropriate for the project? * Is the timeline feasible, detailed, and consistent with activities described? | **4** |
| **Faculty Recommendation(s):**   * Past or present experience supervising the student in coursework, research, or independent work. * Preparation of the student to undertake the project in the time period allowed. * Significance of the project and its potential educational value for the student. * Relationships between the student’s project and the faculty mentor’s own research, scholarly, or creative work or areas of expertise. | **8** |
| **Total:** | **40** |

**NARRATIVE** – not to exceed 3 pages

|  |  |
| --- | --- |
| **Student First Name:** | Click or tap here to enter text. |
| **Student Last Name:** | Click or tap here to enter text. |
| **Faculty Mentor Name(s):** | Click or tap here to enter text. |
| **Project Title:** | Click or tap here to enter text. |
| 1. **Research Project Abstract:** *(250 word maximum)* | |
| Click or tap here to enter text. | |
| 1. **Project Significance**: *Explain your research question/creative activity goal and how your research questions/creative activity fit within your discipline or aligns with your coursework or degree requirements* | |
| Click or tap here to enter text. | |
| 1. **Project Objectives:** *Clearly identify the objective(s) of the project and explain how they enable you to answer your question or reach your goal.* | |
| Click or tap here to enter text. | |
| 1. **Methods and Analysis:** *What methodology will you use? How will you collect your data or perform your creative activity? How will you analyze your data or assess your creative activity?* | |
| Click or tap here to enter text. | |
| 1. **Project Plan:** *Explain your timeline and demonstrate that you can complete the project within the 6-week timeframe*. | |
| Click or tap here to enter text. | |
| 1. **Budget Justification:** *Briefly explain the total cost of your project, what funding you currently have available, and how the budget items requested below (if applicable) will be used. Be sure to justify each expense’s connection to the project.* | |
| Click or tap here to enter text. | |

**Budget**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Instructions: Complete the budget worksheet to itemize the funding requested from the fellowship. Complete the highlighted fields as needed.  **Maximum budget request: $500**  \*Quotes or copies of all receipts must be submitted with application that is uploaded to Huskies Connect. | | | | | | | | | |
| **Student Investigator:** | | Click or tap here to enter text. | | | | | | | |
| **Project Title:** | | Click or tap here to enter text. | | | | | | | |
| **Project Dates:** | | Click or tap here to enter text. | | | | | | | |
| **Supplies** | **Description/Justification** | | | **Units** | | **Cost per Unit** | | | **Total Cost** |
|  |  | | |  | | $ | | | $ |
|  |  | | |  | | $ | | | $ |
|  |  | | |  | | $ | | | $ |
|  |  | | |  | | $ | | | $ |
|  |  | | |  | | $ | | | $ |
|  |  | | |  | | $ | | | $ |
| **\*Disallowed costs**: Gift Cards, Digital Recorder, Poster Printing, Poster Tubes, Sales Tax | | | | | | **Total Supplies:** | | | $ |
|  | | | | | |  | | |  |
| **Other Expenses** | **Description/Justification** | | | | **Units** | **Cost per Unit** | | | **Total Cost** |
|  |  | | | |  | $ | | | $ |
|  |  | | | |  | $ | | | $ |
|  |  | | | |  | $ | | | $ |
|  |  | | | |  | $ | | | $ |
|  |  | | | |  | $ | | | $ |
|  |  | | | |  | $ | | | $ |
| **Total Other Expenses:** | | | | | | | | | $ |
|  | | | | | | | | |  |
| **Travel** | **Description/Justification** | | | | **Units** | | **Cost per Unit** | | **Total Cost** |
| Mileage |  | | | |  | | $ | | $ |
| **\*Disallowed costs**: Hotel, Meals, Study Abroad, Airfare, Professional Conference Registration | | | | | | | | **Total Travel:** | $ |
|  | | |  | | | | | |  |
| **Total Amount Requested From Student Fellowship:** | | | | | | | | | $ |
| **Maximum budget request: $500** | | | | | | | | | |

**SIGNATURE PAGE**

|  |  |
| --- | --- |
| Each Huskies Summer Research Fellowship application must be sponsored by a Faculty Mentor to support, guide, and mentor the student throughout the project.  As a student researcher, I understand the following roles and responsibilities:   * I attest that to my knowledge all information is correct. * I have proofread my proposal prior to Faculty Mentor review and approval. * I agree that I have had my Faculty Mentor review and proofread my proposal prior to submission. * I agree to abide by all Fellowship award guidelines. * I agree to discuss and work alongside my mentor to complete the proposed project. * I agree to participate in the following program components: weekly seminar, reflections, and culminating event to present research project. * I understand that this project must be completed from May 17 – June 28, 2021. | |
|  |  |
| **Student Signature** | **Date** |

|  |  |
| --- | --- |
| I understand that as a Faculty Mentor I play a vital role in the educational experiences that socialize students into the culture of being a professional in their discipline. A mentor guides and assists students with defining the scope of the project, determining the best research or creative methods to achieve the desired goals/outcomes of the project, and suggesting/obtaining resources to complete the project. I understand the following roles and responsibilities:   * I agree to be an active mentor in the student’s project from May 17 – June 28, 2021 and understand that extensions are not allowed. * I agree that I have reviewed and proofread the proposal prior to submission. * I agree to supervise the student’s work during the summer. * I agree to support my student to participate in the following program components: weekly seminar, reflections, and culminating event to present research project. | |
|  |  |
| **Faculty Mentor Signature** | **Date** |

**FACULTY MENTOR LETTER OF RECOMMENDATION/SUPPORT**

|  |  |
| --- | --- |
| Instructions for student application:   1. Enter your name and project title below. 2. Save this document. 3. Have your Faculty Mentor complete the section below OR attach a letter of recommendation. 4. Upload document(s) to Huskies Connect with your application. | |
|  | |
| **Student Name:** | Click or tap here to enter text. |
| **Title of Project:** | Click or tap here to enter text. |
|  | |
| Instructions for Faculty Mentor:   1. The student who requested that you complete this form is applying for the Huskies Summer Research Fellowship for summer. This document will be submitted with the student’s application to the Office of Research and Sponsored Programs through Huskies Connect. 2. Please complete the recommendation below OR a formal letter of recommendation is acceptable and return back to your student. | |
|  | |
| **Include the merit and plausibility of the project and outline both the student and mentor role below:** | |
| Click or tap here to enter text. | |