**Undergraduate Research Assistant Program Application**

***The details of this application will be populated into the award agreement that both mentor and mentee will read and sign, should award be accepted.***

**\* Will the student researcher be working as part of a larger research team in a lab or similar setting?**

🞏Yes 🞏No

**Researcher Information**

**\*Last Name:** Last Name *(This should autopopulate)*

**\*First Name:** First Name *(This should autopopulate)*

**\*Email Address:** Email@northwestern.edu *(This should autopopulate)*

**\*Campus Phone:** Whatever number you are comfortable sharing with students and are most reachable

**\*School:** School Here

**\*Department:** Department Here

**\*Title/Position:** Position Here

**\*Brief Faculty Bio:** Feel free to copy/paste your faculty bio to explain your background

**\*Project Synopsis:** Broadly explain your overall research project, and how the following proposal fits into your overall research interests.

**\*Are you a Residential College Fellow:** 🞏Yes 🞏No

**If yes, from which residential college?** Type name of residential college affiliation, if applicable

**\*Is it your intention to hire a residential college student:** 🞏Yes 🞏No

**Overall, the review committee is looking for answers substantial enough to reflect genuine interest in mentoring a student through a project. A one sentence response is not likely to be sufficient, but more than a paragraph may be unnecessary. *The student role, training plan, and mentorship plan are the most crucial parts of this application.***

**Project Information – URAP Application**

**\*Project title:** Full title of project

**\*Project short title:** Abbreviated title of project *(used in subject lines, 40 characters max).*

**\*The URAP Award can be split between two students. How many students do you intend to hire?** 🞏One 🞏Two

*\*\*COVID19 Impact: Faculty who choose to hire two students will not be required to split the award money amongst the students.* ***Each hired student will be eligible to earn the full award amount ($1500 or 100 hours of work).***

**\*Do you have a specific student or students in mind to hire?** 🞏Yes 🞏No

*(application system will automatically populate corresponding questions below, pending the particular hiring route you select)*

*\*\*COVID19 Impact:* ***1)*** *In an effort to provide more opportunities to first and second year students who are still an important part of our campus community, we will temporarily prioritize applications seeking to hire younger students.* ***2)*** *Faculty who choose to hire two students will not be required to split the award money amongst the students. Each hired student will be eligible to earn the full award amount ($1500 or 100 hours of work). If you have one student in mind but would consider running a job search for a second, please select “No” for specific student in mind, and have the first student apply at time of job search.* ***3)*** *Under applicable policy, the University cannot hire someone to work who is outside of the United States at the hiring time (period occurs during late November – early January).*

**Student Selection:**

1. **Student(s) Search:** If you want us to run a search, please explain how you will recruit and evaluate candidates. This program funds students who are new to research/creative projects. To evaluate student eligibility: [undergradresearch.northwestern.edu/urap-student-eligibility](https://undergradresearch.northwestern.edu/urap-student-eligibility)

Explain your approach to candidate search and evaluation here.

***-----OR------***

**Student(s) Pre-Selected:** If you have student(s) in mind to hire, explain why you chose this specific student and what you think they will gain from the experience. What do you understand to be the student’s goals for this assistantship?

Explain your candidate selection here.

*\*\*COVID19 Impact*: *In an effort to provide more opportunities to first and second year students who are still an important part of our campus community, we will temporarily prioritize applications seeking to hire younger students. If you were planning to apply with a more senior student, please contextualize the candidate selection.*

**To apply with a pre-selected student, you will need the student’s netID, which you can find by searching the NU Directory under “display additional technical details” mode. (**[**http://directory.northwestern.edu/?verbose=1**](http://directory.northwestern.edu/?verbose=1)**), and after their name appears, click [more].**

**Enter their netID, and it will autopopulate the student’s name and email. Upon your submission of the grant, the student will receive an email asking them to provide a cover letter & resume/CV. Sometimes this email is slightly delayed, but if the student does not receive it, please contact** **URoffice@northwestern.edu****. The student must upload their application materials within 24 hours of the grant deadline. The grant does not proceed through the application system for review if this step is not completed. See the** [**Office of Undergraduate Research's website**](https://undergradresearch.northwestern.edu/our-grants-programs/students-interested-urap-research-assistant-program) **for more information on the information they will be asked to provide, and how to prepare competitive application materials.**

**\*Student NetID:** enter first, and wait a minute for system to autopopulate student information

**\*Student Last Name:** Autopopulated after NetID entry

**\*Student First Name:** Autopopulated after NetID entry

**\*Student Email Address:** Autopopulated after NetID entry

***-----The below student information will be included in the final application, after the pre-selected student has submitted their resume and cover letter. This information is provided by the student -----***

**\*School:** School Here

**\*Major:** Major Here

**\*Graduation Year:** Graduation year here

**\*Residential College Affiliation:** Affiliation here

**\*Work/Study Eligibility?** 🞏Yes 🞏No

**\*Do you wish to use Work/Study money as part of URAP?** 🞏Yes 🞏No

**---------------------------------If you are applying without a pre-selected student and intend to run a job search, the above subsection of information is not applicable to you. The remaining questions are part of all faculty applications, regardless of hiring method ---------------------------------------------------------**

1. **Student Role:** Describe what role the student will play in your research. How will the student be integrated into the project? Will the student participate in research group meetings (if applicable), and what would that participation look like? Be specific about the tasks that the student will be expected to do.

Describe student role. This is an incredibly important piece of the application. Explain what the student will spend their time doing on a day-to-day basis.

**COVID19 IMPACTS:** All applications for Academic Year URAP funding should proactively **articulate how the project is feasible in a remote environment**. Since we do not know how COVID19 circumstances will continue to evolve throughout Winter/Spring quarters, remote planning should include the entire year. The proposal could leverage methodologies that are feasible remotely or provide an alternative plan if remote adaptions are required.

***\*\*You should not be hiring a student to bring their expertise to your work. If you do not have the expertise to mentor a student on the tasks you will assign them, then this is not an appropriate fit. This grant funds students to learn and train with you on your areas of expertise\*\****

1. **Training:** Explain how the student will be trained to do the above mentioned tasks. Who will be responsible for training and overseeing the student?

The training description here should directly relate to the described tasks above in question 2. **COVID19 IMPACTS:** Please be clear about how training will occur remotely.

1. **Other Funding Sources:** This program has a limited budget; therefore, we prioritize faculty in the humanities and non-lab based social sciences, where RA opportunities for undergraduates are typically rare and faculty research grants do not include ways to fund undergraduates. We do fund faculty in natural sciences, engineering, and lab based social sciences (e.g., psychology, cognitive science etc.), but only when the faculty applicant demonstrates that there is a specific reason why they cannot use other resources that are commonly available to hire undergrad RAs (common undergraduate funding mechanisms include: NSF Supplemental, T34 NRSA for Undergraduates, NIH supplemental or other funding, discretionary accounts, lab accounts etc.).

If you are in any discipline where you could potentially apply for other grants to fund undergraduates, please explain in detail why you are applying to URAP and could not use other sources of funding to hire this student.

Please explicitly explain funding limitations here.

**Mentoring Plan:**

This program seeks to fund experiences that will empower students. We want students to be comfortable coming to you (or somebody) with questions, and we want students to be encouraged to take (appropriate) risks and push themselves. We also know that issues surrounding race, ethnicity, and gender can impact mentor-mentee relationships. This section of the application should focus on the environment for your student. Please answer these questions with these program goals in mind.

**The answers to 1&2 will be combined into a single text box, thus forming a holistic mentoring plan.**

1. **Student development:** Identify skills and abilities that the student will focus on developing during the funded period.In what form and how often can the student expect to receive feedback regarding overall progress, research activities, etc.?
2. **Environment:**What steps do you take to create a positive mentoring environment?

Combined answer from 1&2 for mentoring plan development and environment here.

**COVID19 IMPACTS:** Please be clear about how you will facilitate this mentoring plan in a remote environment, and any ways in which you might approach mentoring differently given the circumstances.

1. **Mentor Training:** What experience do you (or the primary person supervising the student) have as a mentor? Do you have any previous experience mentoring undergraduates?

Please describe previous experience working with undergraduates here for you and/or the primary mentor.

1. **Supplemental Funding:** Would you like to request supplemental money (Max $250)? If so, how much, and how will this money be used?

Traditionally, faculty provide a numerical amount (max $250), and describe how it will be used here. **For COVID19 impact**, faculty who are awarded this grant will receive $500 in supplemental funding to be used at their discretion, as a thank you for providing meaningful experiences during this uncertain time. You do not need to explicitly request this funding (though the question will remain in the application portal because it is technically challenging to update it), nor are you expected to use this money to support the URAP students.

**Follow Up:**

1. **Student development:**Do you anticipate the student being able to present on the project on campus, any a conference-type event, or obtain publication? Will you be able to provide any networking help if the student decides to further pursue work in your field?

Please describe any ways that the student may hone other research-relevant skills

1. **Long Term Relationship:**Is there potential for the student to continue in a paid position with you after the grant period is over? Please explain why (or why not).

Please describe potential for student to continue working with you.

1. **Developing Independence*:***Will this experience potentially help the student in the future to do an independent project? Please explain your answer. URAP prefers to fund students who will later be capable of applying for URGs.

Please describe how students will work towards independence during grant period.