**Undergraduate Research Assistant Application Prompts**

**ONLY APPLICATIONS FORMALLY SUBMITTED THROUGH THE PORTAL**

[**HTTPS://SOAP.NORTHWESTERN.EDU**](HTTPS://SOAP.NORTHWESTERN.EDU) **WILL BE CONSIDERED FOR REVIEW**

* The faculty review committee is looking for answers substantial enough to reflect genuine interest in mentoring a student through a project. The application changed in Fall 2022 to break responses into shorter, more discrete answers rather than long, multi-part responses. While this lengthens the overall number of questions, the goal is to help you answer the most essential questions more quickly and concisely.
* We will compile components of the following application to help develop a job description (if you choose to run a job search), and some of this information will mentor/mentee award agreement paperwork.
* Form fields highlighted in gray are autopopulated when you login to the platform with your netID; form fields with an asterisk\* are required for submission.

**Project Information**

1. Project title\*
2. Project synopsis\* (*Describe your overall project on which the student will be working, including the research question/goal at the heart of this project. How does this fit into your research interests, and what are your primary methodologies to accomplish your goals? Please describe this in jargon-free language accessible to non-experts).*
3. Does this URAP project build on a previously awarded URAP project?\* (yes/no)
   1. If yes: What has been accomplished already versus what still needs to be done*?*
4. What are the research-related skills the student will develop?\* (*Please contextualize for a non-expert audience. Consider framing in a way that explains how the experience leaves the student more prepared to advance in their independence towards their intellectual or academic goals.)*
5. What will the student(s) be doing on a day-to-day basis? (*Be specific about the tasks that the student will be expected to do. Approximately what percentage of their time do you anticipate them spending on each of these tasks?* *Please make sure these tasks are descriptive and accessible to a non-expert audience.)*
6. What time commitment are you expecting from the student?\* *Are hours flexible, or does the project require specific availabilities? How many total hours do you anticipate the student will be able to work on this project? If the student is work-study eligible, do you have additional hours beyond the URAP allotment that they would be able to earn?*
7. Where will this project be completed?\* *(in-person on campus, in-person in another location, remote, hybrid etc). What percentage of time do you expect the student to be in the various location(s), if applicable?*
8. Why do you need a research assistant to complete this project?\*
9. Does this research take place within a lab or research group environment?\* (yes/no) (*In this question we are seeking to distinguish between research that habitually takes place within a lab or a lab-like setting that involves undergrads collaborating with more senior researchers, and research where undergrads work entirely (or almost entirely) on their own.)*

**Mentoring Plan**

1. Will the student receive significant mentorship from someone other than yourself?\*
   1. If yes: who is this person, and what is their role/title?
   2. If yes: please describe this person’s prior mentorship experience.
   3. If yes: how will you as faculty mentor support the mentorship of the undergraduate mentee, in addition to this other mentor?
2. How will the student be trained to do the tasks described in the student role?\* (*Please include information on who will be responsible for training the student.)*
3. In what form and how often can the student anticipate receiving feedback on their progress and research tasks?\* (*Please include what steps you/other mentors take to create a positive mentoring environment, and how you work to make yourself accessible to the student.)*
4. How will you help the student transition the skills developed from this project into more independent work in this field?\* (*For example, could the student develop their own project, continue with you in another capacity, receive networking support to apply these skills to a professional experience, etc.)*
5. In what ways do you anticipate acknowledging the student for their contributions to your project?\* *(Do you anticipate the student being able to present on the project on campus, at any conference-type event, or obtain publication/acknowledgement?)*

**Funding Support**

1. Why do you require this grant to pay the student to be a research assistant?\* (*Please make it clear why you are applying to URAP and could not use other funding sources to hire this student.)*
2. Supplemental funding\* (yes/no)
   1. How much would you request (<$250)
   2. How would this money be used?

**Other**

1. Are you a residential college faculty member?\* (yes/no)
   1. If yes, which college (drop down menu options provided)
   2. If yes, is it your intention to hire a residential college student? (yes/no/if possible)
2. Are there any special considerations or extenuating circumstances that the faculty review committee should know about your application or student selection (optional)?

**Student Selection**

1. How many students do you intend to hire?\* (one/two)
2. Do you have a specific student(s) in mind to hire?\* (yes/no)
   1. If no (student search)
      1. Describe your ideal applicant. (*If there are any particular things you’d like applicants to include in their cover letters, please include that here.*
      2. Explain how you will evaluate applications, and what you will prioritize when selecting an applicant.
   2. If yes (pre-selected student)
      1. Student email/netID (rest of info populated by student)
      2. In 2-3 sentences, explain how you know the selected mentee(s).
      3. In 2-3 sentences, why did you choose the selected mentee(s)? *Why is this particular mentee a good match for this project? Please include information on their eligibility for this program, since we seek to help students gain their first research experience in a field.*