UConn Co-op Legacy Fellowship Application Outline

Summer 2018 Funding

The following document outlines information that will be collected in the online Co-op Legacy Fellowship application. Your application must be submitted online through the Co-op Legacy Fellowship website – http://ugradresearch.uconn.edu/co-op.

APPLICATION DEADLINE: Monday, November 6, 2017, 11:59pm

CONTACT INFORMATION

Name: _____ **Student Admin #:**_____

Email: _____ Cell Phone Number: _____

Home/Permanent Address: _____

Local Address: _____

Expected Graduation Date: _____ G.P.A.: _____UConn Campus: _____

Major 1:_____Major 1 School/College: _____

Major 2:_____Major 2 School/College: _____

PROJECT PROPOSAL

Project Title: _____

Provide a 1-2 sentence summary of your proposed project (maximum 300 characters, with spaces):

The UConn Co-op was committed to public engagement, innovation, and social impact. Please explain how your proposed project expresses these values. (maximum 1500 characters, with spaces):

UPLOADS
The following materials will need to be uploaded as PDF files.
Upload guidelines:

- **In the header of each page, please include your name, the page number, and the application section (Project Proposal, Personal Statement).**
- **Take care to appropriately cite references. References can be included as an additional page at the end of the PDF file you upload. References will not count towards the page limits.**
- **Please adhere to the page limits and format requirements indicated below.**

Project Proposal (4-pages maximum, double-spaced, 12pt. Times New Roman font, 1" margins): Describe your summer project and preliminary plan for achieving your project goals and objectives. Explain the significance of your project to your field and/or the impact of your project on the broader community.

Personal Statement (2-pages maximum, double-spaced, 12pt. Times New Roman font, 1" margins): Explain the qualifications, skills, and abilities you possess that will enable you to complete this project successfully. Describe academic, work, and/or personal experiences that have prepared you for this project. Explain why this work is personally meaningful to you, what you hope to learn, and the significance of this project to your academic studies, future professional aspirations, and/or personal goals.

Budget: Using the budget worksheet on the Co-op Legacy Fellowship website, provide an estimate of the expenses required to complete your project. Fellowship recipients will have the opportunity to further develop and refine their budgets as part of the required project development course.

Optional: Upload any additional materials which support your proposal. This may include digital files such as an art or music portfolio showcasing previous work; data, diagrams, charts, or graphs; design schematics or illustrations; or any additional materials you would like to share with the review committee. Explain what you are uploading here, and attach your files.

- Please Note: There is a maximum of 5 files. For large files (such as videos or multimedia files), you may opt to provide a link to your online portfolio or website where these materials can be accessed.

REFERENCES

Applicants are required to have one letter of recommendation submitted on their behalf. Recommendations must be submitted via email by Monday, November 6, 2017 to our@uconn.edu. Letters must be submitted by recommenders; letters submitted by applicants will not be accepted.

The recommendation should be from someone who can speak to your skills and qualifications as they relate to the proposed project, and well as your ability to successfully complete the work you are planning. Recommendations will be accepted from faculty, professional staff, community mentors, employers or supervisors, or others who can speak to your abilities as they relate to the project.

If you have secured project mentorship prior to applying, you are strongly encouraged to as your project mentor to write a recommendation on your behalf; the letter should also indicate their willingness to serve as a mentor. For additional information on recommendations, please review the guidelines on letters of recommendation available on the UConn Co-op Legacy Fellowship website.

Recommender: Please provide the name and contact information for the person submitting a letter of recommendation on your behalf.
Name: _____

Email:_____ Phone:_____

Department/Company/Organization: _____

RESEARCH ETHICS

Students are responsible for working with their mentor and the Office of Research Compliance to ensure that their project has the approvals necessary to begin their research, and for submitting verification of this authorization to the Office of Undergraduate Research. This process can take months in some cases, so please plan accordingly.

You will be asked the following questions in your UConn Co-op Legacy Fellowship application. Not all questions may apply to you. For those that do apply, make note of the information and/or documentation you will need to provide.

Does your project involve research with human subjects?
- If "Yes," you will be required to submit a PDF copy of your IRB approval letter prior to disbursement of funds. If you are a student researcher on a faculty project, you will need to provide a PDF copy of the PI's approval letter and a PDF copy of the validated Appendix A listing you as a student researcher on the project.

Does your project involve research with animal subjects?
- If "Yes," you will be required to submit a PDF copy of your PI's IACUC approval letter and a PDF copy of Appendix C (with approval dates) listing you as a student researcher on the project prior to disbursement.

Does your project involve the use of biological agents, toxins, and/or recombinant DNA (rDNA)?
- If "Yes," you will be asked to provide verification that you have completed the appropriate laboratory safety training (through Environmental Health and Safety) for this type of work prior to disbursement of funds.
- If this biological research involves the use of recombinant or synthetic nucleic acid molecules that are covered by the NIH Guidelines, you will be required to submit a PDF copy of your Faculty Advisor's IBC approval letter prior to disbursement of funds.

Does your project involve the use of human embryonic stem cells and/or iPS cells?
- If "Yes," you will be required to submit a PDF copy of the SCRO Amendment letter which approves the addition of group members as student researchers on your faculty advisor/PI's project prior to disbursement.

INTERNATIONAL TRAVEL

THIS SECTION ONLY NEEDS TO BE COMPLETED IF THE PROPOSAL INVOLVES INTERNATIONAL TRAVEL.
Students interested in traveling outside the United States as part of their projects must demonstrate that they have made adequate preparations for the logistics and challenges of research and creative work abroad. While these preparations can be furthered and finalized during the project development course, the review committee will look for evidence that applicants have begun researching these matters as part of their assessment of the viability of the project.

Does your proposed project involve international travel? If "Yes," you will be asked the following questions:
- To which country (or countries) would you be traveling? Within the country (or countries) to which you would travel, where would you be conducting your project? Please be as specific as possible.
- Please explain why travel to the location(s) indicated are necessary for achieving your project goals and objectives. How did you determine that this country (these countries) were appropriate locales in which to conduct your research or creative activity?
- If English is not in common usage, please discuss your level of proficiency in the relevant language(s).

ADDITIONAL QUESTIONS

All Co-op Legacy Fellowship projects must have appropriate mentorship. You do not need to have a mentor at the time of application. You will need to have mentorship arrangements in place prior to the disbursement of funding.
Have you identified a project mentor?
If yes, please provide your project mentor's name and department (or company/organization/affiliation).
If no, please outline your plan for obtaining project mentorship.

Agreement to register for the Co-op Legacy Fellowship UNIV course: If selected, I will register for and complete the one-credit UNIV project planning course in Spring 2018.

Permission to print transcript: The Office of Undergraduate Research may include my unofficial transcript in my application.

Permission to access student information: The Office of Undergraduate Research may access information about me from Student Admin (ethnicity, first generation status, membership in groups such as Honors, receipt of scholarships such as Presidential Scholarships) and from Student Financial Aid Services (Expected Family Contribution). I understand that this information will be aggregated and used to assess how representative applicants for and recipients of OUR funding are of the overall undergraduate population. If my application is approved for funding, I understand that this information may also be used to match me to an appropriate funding source.

Press releases: If awarded a Co-op Legacy Fellowship, I give the office of Undergraduate Research permission to include my name, project title, and project summary in press releases and on the Office of Undergraduate Research website.

ACADEMIC INTEGRITY

Please be aware that the final question on the application will ask you to certify that you have prepared your application materials in accordance with University standards for academic integrity. You can learn more about academic integrity at www.ugradresearch.uconn.edu/academic-integrity/.