ASUCM ACADEMIC AFFAIRS FELLOWSHIP
2016 - 2017 FUNDING APPLICATION GUIDELINES

Overview
All undergraduate students in good standing at the University of California, Merced, are eligible to apply for an Academic Affairs Fellowship (up to $1,000). In support of the University's effort to promote undergraduate research, students can use the Fellowship to pursue independent or collaborative scholarly research projects. The Fellowship is intended to help defray project cost, enabling students to focus on the development and implementation of the research projects. To be considered for this award, undergraduate students must submit an application, in advance of the project, to the ASUCM website for review. Award decisions are based on the scholarly merit of the project and the quality of the proposal.

Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 26</td>
<td>Applicant Information Session</td>
</tr>
<tr>
<td>February 9</td>
<td>Location: Bobcat Lair; Time: 3:30pm – 5:30pm</td>
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<tr>
<td>December 11</td>
<td>Applications available online at asucm.ucmerced.edu</td>
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<tr>
<td>February 12</td>
<td>Applications due for summer 2016 and 2016-2017 academic year projects</td>
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<tr>
<td>April 12</td>
<td>Recipient Information Session (required)</td>
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<tr>
<td>July 1</td>
<td>Recipients can begin to use the funds allocated them</td>
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<tr>
<td>One month prior to Research Week 2017</td>
<td>Deadline to finish project or file for an extension</td>
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<td>*Recipients will be required to present their project outcomes or report on the work done up to that point if they have filed for an extension at the Undergraduate Research Symposium.</td>
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Proposal Submission Process
Proposals must be submitted to the ASUCM Director of Academic Affairs through the ASUCM website (asucm.ucmerced.edu/furs) no later than **11:59pm on February 12, 2016** for projects for summer 2016 and the 2016-2017 academic year. **Late submissions will not be reviewed.**

Eligibility
- All UC Merced undergraduate students who are not current ASUCM elected or appointed officials are eligible to apply for the ASUCM Academic Affairs Fellowship.
- To be considered for a Fellowship, the applicant must have an overall GPA of 3.0 or higher. Transfer students may provide their previous institution’s GPA if they do not yet acquire a UC Merced GPA.
- To be considered for a Fellowship for Summer 2016 or the 2016-2017 academic year, the applicant must be a continuing student for the full 2016-2017 academic year.
- Funding is limited, so funding is not guaranteed for all applicants and priority is given to students who have not yet received an ASUCM Academic Affairs Fellowship. Students who have received the fellowship award are eligible to apply for additional funding but are last-priority applicants.
- Every applicant must have a faculty sponsor; the sponsor must be a faculty member at UC Merced who can comment on, and support the scholarly merit of the project.
Criteria for a Promising Proposal

Proposals are evaluated according to the quality of the project and evidence that the applicant is prepared to complete the project successfully. Specific criteria for an effective proposal include:

- Project has clear objectives and measurable criteria for success.
- Project connects to the University of California’s mission.
- Project makes a unique contribution to the student’s academic discipline, character growth, and professional development.
- Student will share the results of their project with the UC Merced community during Research Week.
- Projected budget is itemized, specific, and detailed.
- Proposal demonstrates that the applicant is committed to the project and equipped to implement it effectively.
- Proposal is well-written and professional.

Requirements of Recipients

- All recipients are required to follow the university research guidelines. The UC Merced Office of Research Compliance and Integrity’s website is at http://webtest20.ucmerced.edu/default.asp.
- In addition, all recipients will:
  - Complete the funding acceptance agreement within 2 weeks of funding notification.
  - Participate in a recipient information session Tuesday, April 12.
  - Maintain communication with the current ASUCM Director of Academic Affairs about project details.
  - Complete the project within the proposed timeframe. If circumstances change, it is the recipient’s responsibility to notify the Director of Academic Affairs and file for an extension before the deadline.
  - Represent themselves and UC Merced responsibly during all aspects of the project.
  - Submit a final project report including expense documentation within 30 days of the project’s conclusion to the ASUCM Director of Academic Affairs. The report should include the following:
    1. Name
    2. UCM ID
    3. Email
    4. Mailing address
    5. Budget report that includes a listing of all transactions
    6. All itemized receipts
    7. Brief overview of the proposed project and a description of
      a. How the actual project was conducted
      b. Results of the project
      c. What the recipient learned from the project, and
      d. What the recipient thought went well and what challenges they faced.
  - Give a presentation of the project results at the ASUCM Undergraduate Research Symposium during the Research Week in the year that they complete the Fellowship project.
  - Provide information (e.g., quotes, photos, etc.) to the ASUCM Director of Academic Affairs for publications (e.g., website, print materials, etc.) as requested.
Materials Required for a Complete Application

☐ Cover sheet with demographic information and abstract (maximum 150 words)
☐ Narrative (one page, single-spaced, 12 point font) addressing background/context, importance of the project, objectives, and implementation plan
☐ Copy of transcript (Can be unofficial)
☐ Budget (one page)

Cover Sheet Format (please include numbering on cover sheet)

1. Name
2. Phone number
3. Email address
4. UCM ID
5. Anticipated graduation year
6. Cumulative GPA
7. Primary academic school (NS, SSHA, ENG, Undeclared)
8. Major(s)/field of study
9. Minor(s)/field of study
10. Faculty sponsor (UCM faculty member who can attest to the scholarly merit of your project)
11. Signature of Faculty Sponsor (Form provided)
12. Project Title
13. Have you previously applied for funding? If yes, were you funded?
14. Other funding sought for this project
15. Total project cost
16. Amount requested
17. A non-technical abstract of the project (max. 150 words)

Narrative

The narrative should be limited to 350 words addressing the background and context, importance of the project, objectives, and implementation plan. Be sure to clearly specify how you will achieve the goals of your project. Reviewers will be looking for concrete, specific details that indicate project feasibility. All narratives should include the following:

• Specific, identifiable objectives (immediate and long term) to be attained.
• Contributions the project will make to the applicant’s academic discipline, character growth, and professional development.
• Clear description of what is to be researched or the activity to be undertaken and the importance of this research/activity to the applicant.
• Clear and specific details for the project implementation plan.
• Ways in which project will contribute to the broader community.
• Tangible outcomes of project beyond the experience itself.
• Explain the research methods and/or project plan clearly and in detail.

Copy of Transcript

Request an official/unofficial copy from the Office of the Registrar. Transfer students without a current UC Merced GPA can provide their official/unofficial transcripts from their previous institution from which they transferred from.
Budget
Applicants must submit a detailed, itemized budget for the total project costs (even if this exceeds the $1000 award). Indicate how the funds will be spent, and how the expenses will be recorded (original receipts, email copy of payment, copy of checks, etc.). The sample budget below is meant to be a guide and not to restrict the fields included. Applicants may need to include more line-items to capture the scope of your project.

Sample budget format for research at University of San Diego

<table>
<thead>
<tr>
<th>Expense</th>
<th>Notes</th>
<th>Amount</th>
<th>Funding Source</th>
<th>Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare to San Diego</td>
<td>Roundtrip flight 5/17/2011-8/1/2011; quote from Expedia.com</td>
<td>$500.00</td>
<td>Self</td>
<td>Email copy of payment</td>
</tr>
<tr>
<td>Rent</td>
<td>2 months subletting an apartment; $500/month</td>
<td>$1,000</td>
<td>ASUCM Fellowship</td>
<td>Copy of check</td>
</tr>
<tr>
<td>Gas</td>
<td>Gas money for driving back and forth to USD campus; estimated 10 tanks for summer at $3/gallon</td>
<td>$500</td>
<td>Self</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Food</td>
<td>3 meals/day for 2.5 months; estimated $80/week for food</td>
<td>$800</td>
<td>Self</td>
<td>Original receipt</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$2,800</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For more information and/or assistance with writing your project proposal, contact: Andre Frise, ASUCM Director of Academic Affairs, University of California, Merced: afrise@ucmerced.edu

To submit a completed proposal visit: asucm.ucmerced.edu/furs

***ASUCM Academic Affairs Fellowship Application Guidelines are subject to change***
Faculty Signature Form

The Associated Students of the University of California, Merced (ASUCM) awards ten undergraduate students Academic Affairs Fellowship and Undergraduate Research Symposium (FURS) which allocate up to $1,000 in funding to defray the costs of ten research project proposal. A requirement of the proposal is to secure a UC Merced faculty member to serve as a sponsor to the recipient throughout the research project. Though the role of the faculty sponsor will be determined by the recipient, the sponsor should assist in the learning, advising, and completion of the research project.

By signing below, you confirm to the duties of a Faculty Sponsor for the respective FURS applicant:

Applicant Name (print): __________________________________________________________

Applicant Signature: __________________________________________________________

Date: ___________________________________________

Faculty Sponsor Name (print): __________________________________________________

Faculty Sponsor Signature: __________________________________________________

Date: ___________________________________________

Andre Frise, ASUCM Director of Academic Affairs
afrise@ucmerced.edu