**ASUCM ACADEMIC AFFAIRS FELLOWSHIP**

**2015-2016 FUNDING APPLICATION GUIDELINES**

**Overview**

All undergraduate students, except ASUCM elected or appointed officials, in good standing at the University of California, Merced, are eligible to apply for an Academic Affairs Fellowship (up to $1000). In support of the University's efforts to promote undergraduate research, students will use the Fellowship to pursue independent scholarly research projects related to their field of study and or career interest. The Fellowship is intended to help defray project cost, enabling students to focus on the development and implementation of their projects. To be considered for this award, undergraduate students must submit an application, in advance of the project to the ASUCM Director of Academic Affairs for approval. Award decisions are based on the scholarly merit of the project and the quality of the proposal.

**Key Dates**

|  |  |
| --- | --- |
| November 11 6-7 pm; December 10 5:30pm; January 28 5:30pm | Applicant Information Session  Location: TBA |
| October 24 | Applications available online at asucm.ucmerced.edu |
| February 11 | Applications due for summer 2014 and 2014-2015 academic year projects |
| April 16 | Recipient Information Session (mandatory) |
| July 1 | Recipients can begin to use the funds allocated them |
| One month prior to Research Week 2016  Exact date: TBA | Deadline to finish project or file for an extension  \*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 |

**Proposal Submission Process**

Proposals must be submitted to the ASUCM Director of Academic Affairs through the ASUCM website (asucm.ucmerced.edu) no later than **11:59pm on February 11, 2014** for projects for summer 2015 and the 2015-2016 academic year. **Late submissions will not be reviewed**.

**Eligibility**

* All UC Merced undergraduate students, except 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
* To be considered for a Fellowship for Summer 2015 or the 2015-2016 academic year, the applicant must be a continuing student for the full 2015-2016 academic year
* At the time of the project, applicants must have completed course work in their major or minor related to the project focus.
* Funding is limited, so funding is not guaranteed for all applicants and priority is given to students based on graduation term (i.e., seniors have priority over juniors and so forth). Students who have previously 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 is directly applicable to student’s academic and career interests.
* Project connects to the University of California’s mission.
* Project makes a unique contribution to the student’s academic discipline.
* Student will share the results of their project with the UCM community
* Student has completed coursework relevant to the project.
* 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 Wednesday, April 16.
  + 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 (1) how the actual project was conducted, (2) results of the project, (3) what the recipient learned from the project, and (4) what the recipient thought went well and what challenges she or he faced.
   * Give a formal presentation of project results at the ASUCM Undergraduate Research Symposium during the Research Week in the year that they complete the Fellowship project.
   * Provide additional presentation(s) of the project experience to the UC Merced community upon request.
   * 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
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 (Required)
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 proposals should include the following:

* Specific, identifiable objectives (immediate and long term) to be attained.
* Contributions the project will make to the applicant’s course of study and future goals.
* Clear description of the problem to be researched or the activity to be undertaken and the importance of this research/activity to the applicant’s field.
* 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 copy from the Office of the Registrar (Can be unofficial). Highlight any previous coursework relevant to the project.

**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*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Notes** | **Amount** | **Funding Source** | **Record** |
| Airfare to San Diego | Roundtrip flight 5/17/2011-8/1/2011; quote from Expedia.com | $545.00 | Self | Email copy of payment |
| Rent | 2.5 months subletting an apartment; $500/month | $1250 | ILEX award | Copy of check |
| Gas | Gas money for driving back and forth to USD campus; estimated 10 tanks for summer at $3/gallon | $450 | Self | Original receipt |
| Food | 3 meals/day for 2.5 months; estimated $80/week for food | $800 | Self | Original receipt |
| **TOTAL:** | | $3045 |  | |

**For more information and/or assistance with writing your project proposal, contact:**

Desiree McClain, ASUCM Director of Academic Affairs, University of California Merced: dmcclain3@ucmerced.edu