Note: CSR/CW stipends will be paid as scholarships rather than as payroll. If you are on financial aid, please check with the Financial Aid Office to determine if this will affect your aid package for the year.

Crookston Student Research and Creative Works (CSR/CW) funds complement and extend research funding available through the University of Minnesota’s Undergraduate Research Opportunities Program (UROP). CSR/CW funds can be requested for projects not fully funded by UROP and for projects developed after the UROP funding deadlines.

Proposals submitted for UROP may be resubmitted for funding under CSR/CW, along with a cover letter explaining how the requested CSR/CW funds complement the UROP funds.

CSR/CW requests are reviewed on campus at UMC in a process that is separate from the UROP funding process.

**Maximum Funds**

Total dollars requested per CSR/CW proposal may not exceed $1,800, with a maximum of $1,500 in scholarship for the student, plus a maximum of $300 for related expenses.

**CSR/CW Policies and Process**

**Find a Faculty Mentor**

Some students start the CSR/CW process with their own research idea, but many students find a Faculty Mentor first and then select their topic from ideas suggested by the Mentor. While some, especially first-year students, consider finding a Mentor difficult, it's not actually that difficult. Faculty members are eager to work with students interested in research and creative works.

**Write a Proposal**

Whether you initiate your research idea or creative work, or get suggestions from your Mentor, you need to write a proposal. The proposal describes your project – what you are trying to study or create, why your proposed work has *intellectual or creative merit*, how you are going to carry out your study or creative activity, what might be the *broader impacts* of your work.

**Check Out Special Requirements**

All research and creative activities at the University of Minnesota Crookston are subject to federal and state laws and regulations. If your research or creative activity involves human subjects; live animals; ionizing radiation; recombinant DNA, biological toxins or infective agents; highly toxic chemicals; biologically hazardous agents; and/or potent human or animal carcinogens, you will need to obtain approvals for appropriate mitigations before you begin your research. You should consult with your Faculty Mentor regarding University and other regulations relevant to your project.
Eligibility and Restrictions

- Full-time students are eligible for CSR/CW. Part-time students carrying at least six credits at the time of the proposal and in the semester for which the funding is granted are also eligible.
- Students must have a 2.75 cumulative GPA, or Faculty Mentor approval, to be eligible.
- Students must successfully complete one funded proposal before submitting another proposal for funding.
- CSR/CW funding may complement, but will not duplicate, funding awarded under UROP.
- Proposals submitted during the fall round of applications will be for projects beginning in spring semester.
- Proposals submitted during the spring round of applications will be for projects beginning in summer or fall semester.
- Two-semester projects are eligible for consideration. The maximum funding limitations stated above apply to two-semester projects.
- Projects must be completed within one year of notification of project approval.
- Unused allocated funds of projects not completed within one year will be returned to the central funding pool unless the student and Faculty Mentor have requested and received authorization for an extension from the Academic Affairs Office at least one week prior to the one-year deadline. (See Request for Extension of Completion Date form).

Submit Your CSR/CW Application/Proposal

Your CSR/CW application consists of three parts:

1. Application Form
2. Proposal
3. Faculty Mentor Recommendation

All application materials are to be submitted electronically. An electronic copy of the Faculty Mentor Recommendation must be submitted by the Faculty Mentor.

Application Form
All parts of the application form must be completed, including all required signatures.

Proposal
There is no preset form for the proposal, but it should be no more than three pages double-spaced, with 12 font and one inch margins on all four sides, and should include the following:

- title of project, your name, your faculty mentor's name, and dates of project
- introduction to the project
- hypothesis being tested in the research, exploratory or qualitative research question, or description of the creative work to be developed (as appropriate to the project)
- procedure for conducting the research or completing the creative work
- timeline for completion of research project or creative work
- budget details for the project

Faculty Mentor Recommendation
The Faculty Mentor completes the Faculty Mentor Recommendation and sends it to the department head.
Deadline for Receipt of Applications

All three parts (application form, proposal, faculty mentor recommendation, UMC transcript) of the application must be submitted to the department head by 4:00 p.m. on the deadline date.

Applications are due to the department head on:
- Friday of the week before Thanksgiving for Spring, 2018 projects
- Friday of the week after Spring Break for Summer and Fall 2018 projects.

See Application and Faculty Mentor Recommendation forms for specific dates.

Department heads are to forward applications they support to Academic Affairs within one week of the deadline.

Conditions Applicable to Scholarship

Maximum of $1,500, with $750 disbursed upon certification by the mentor that work on the project has started and the remainder awarded upon certification by the mentor that the project has been completed. Students graduating in May must complete the research project before July 1 to receive the scholarship.

Conditions Applicable to Research/Creative Works Expenses

Maximum of $300 per approved project

Travel costs for research or presentations at professional meetings are generally allowed, according to University travel policies. No reimbursement is permitted for food or local area travel. The mileage rate current at the time of travel will apply. Students seeking reimbursement will need to complete an Employee Expense Worksheet. Contact your Faculty Mentor for this form.

Additional funds up to $1,500, but not exceeding the actual cost of attendance, may be requested if the CSR/CW project is accepted for presentation at a regional or national professional meeting or conference. University travel policies prevail.