Crookston Student Research and Creative Works Fund 2018-2019

UMC facilitates undergraduate participation in faculty-mentored research and creative works projects each semester under the program named Crookston Student Research and Creative Works (CSR/CW). Being involved in research study or creative works can give students a chance to explore and identify academic and career interests and apply classroom learning.

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 also be submitted for funding under CSR/CW. If funded by UROP, the proposal will not be funded by CSR/CW.

CSR/CW requests are reviewed on campus at UMC in a process that is separate from the UROP funding process. The proposals will be reviewed for the following: (1) clarity and quality of proposed research, (2) overall quality of proposal: writing and organization, and (3) strength of faculty recommendation and faculty oversight.

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 stipends will be paid as scholarships. 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.

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 (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.

Course Credit

Students are eligible to register for undergraduate research or individual study credit, if approved by their mentor. Also, students should work with their academic advisor to determine how such credit may apply toward meeting graduation requirements.

Two-student Projects

If two students are working as a team to complete their research and their contribution is necessary to the project as a whole, then each student should submit an application that addresses both the project as a whole and their individual contribution to that work. If each student is requesting $1,500, the proposals submitted cannot read identical or near-identical.

Group projects

If two or more students are working as a team to complete their research for one proposal, then each student should submit an application page along with the one proposal. The mentor will need to submit a recommendation for each student. The $1,500 will be divided equally by the students. The group projects are limited to 5 students.

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 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.
- Students must successfully complete one funded proposal before submitting another proposal for funding.
- Students are limited to a total of $3,000 (not including expense) in CSR-SW scholarship funding. Scholarship funds received through UROP are not included in this limit.
- 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 mentor have requested and received authorization for an extension from the Academic Affairs Office at least one week prior to the one-year deadline. Contact Academic Affairs to obtain the form to make this request.

Submit Your CSR/CW Application/Proposal

Your CSR/CW application consists of three parts which should be sent to the department head:

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

2. 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
   - citations and reference using a citation format suitable for your field
3. **Faculty Mentor Recommendation**

The 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) 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 projects
- Friday of the week after Spring Break for Summer and Fall projects.

See Application and Faculty Mentor Recommendation forms for specific dates.

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

**Conditions Applicable to Scholarship**

Maximum of $1,500, with one half of the award being 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. The forms used to certify this information is the ‘Verification of Project Start’ and the ‘Verification of Project Completion’. 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 may be awarded with the scholarship.

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. 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. The student and mentor must make arrangements in advance to request additional funds. Contact Academic Affairs for a ‘Budget Expense Form’ which must be approved prior to incurring conference expenses. Students are not allowed to spend personal funds for which they wish to be reimbursed. The mileage rate will be the mileage rate current at the time of travel. University travel policies prevail.