**APPLICATION CHECKLIST**

**Part 1** Applicant and supervisor information (this document)

**Part 2** Application details, including Budget Summary (this document)

**Part 3** Project Summary (this document)

**Part 4** Signatures (1 page maximum; this document)

**Part 5** Research Proposal (2 pages maximum; this document)

**Part 6** References(1 page maximum; this document)

**Part 7** Unofficial university transcript (upload to application site)

**Part 8** Reference letter from supervisor (upload to application site)

**An electronic version of this completed application form, as a single pdf document, needs to be submitted online by 5 p.m., Monday, March 21, 2022.**

**PART I APPLICANT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **TO BE COMPLETED BY THE UNDERGRADUATE APPLICANT** | | | |
| **FAMILY NAME:** | **GIVEN NAME (S):** | | |
| **CHOSEN NAME:** | **EMAIL:** | | |
| **DEPARTMENT:** | | | **ID:** |
|  | | | |
| **NAME OF SUPERVISOR:** | | **SUPERVISOR’S FACUTY/DEPARTMENT:** | |
| **SUPERVISOR’S RANK (If applicable):**  INSTRUCTOR  PROFESSOR  POSTDOCTORAL RESEARCHER  RESEARCH ASSOCIATE | | | |

**PART 2 APPLICATION DETAILS**

|  |  |
| --- | --- |
| **TITLE OF PROJECT:** | |
| **PROPOSED START DATE:** | |
| **BUDGET SUMMARY**  Please complete only the rows that are related to your proposal. | |
| **EXPENSE** | **AMOUNT** |
| Stipend/salary support for applicant |  |
| Materials and Supplies |  |
| Land use fees |  |
| Field labor and other field experimental maintenance costs |  |
| Other |  |
| **TOTAL** |  |

|  |
| --- |
|  |
| **BUDGET DESCRIPTION:**  Please provide a **one-page** budget justification that explains the budget that has been requested. |

**PART 3 (250 words max.) PROJECT SUMMARY**

|  |
| --- |
| **Please provide a brief summary of your proposal:** |

**PART 4 SIGNATURES**

|  |  |
| --- | --- |
| **SIGNATURES:**  **The Associate Dean of Research attests that the applicant’s position holds an expectation of research.** | |
| **APPLICANT:** | **DATE:** |
| **APPLICANT SUPERVISOR:** | **DATE:** |

**PART 5 RESEARCH PROPOSAL**

Times New Roman Font Size 12, maximum 6 lines per inch, ¾” margins all around. (2 pages maximum).

Please make sure that your proposal includes:

* A Rationale in which the central problem or question addressed is explained (~1/2 page)
* A Methods section (~1 page)
* A Significance section that explores the broader impacts of the proposed research (~1/2 page)

**PART 6 REFERENCES**

(1 page maximum, citation style must be homogeneous)

Times New Roman Font Size 12