

Viterbo University
Summer Research Fellowship Application

Applications are due by Friday, February 17, 2012

Student Information	
First and Last Name	
VUID #	
Anticipated Graduation Month & Year	
Major/Minor	
Current GPA	
Primary Phone	
Local/Campus Address	
Address While Conducting Research	

Faculty Mentor Information	
First and Last Name	
Department	

Project Information	
Title of Project	

Have you received summer research funding from Viterbo University previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you taken Introduction to Research or other research-related courses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please indicate the course(s) taken:		

Please attach the following to your application and submit it to kkgabriel@viterbo.edu or MRC 230:

1. Research Proposal (maximum 2 pages, 12 point font, 1" margins, single-spaced). The Research Proposal should be developed in concert with your research mentor(s) and contain the following:

- a) Full title of your project.*
- b) Brief description of the proposed research including your IRB status if your research involves human subjects in any way.*
- c) Brief statement of expected learning and research outcomes (2-3 outcomes each, 4-6 total). Your learning outcomes may include learning specific techniques, acquiring research skills, enhancing your knowledge related to the project, etc. Include proposed dates for accomplishing these outcomes.*
- d) Presentation plan (oral, poster, manuscript, performance; targeted conferences, publications, etc.).*

2. Fellowship Contract

3. Faculty Mentor Endorsement

NOTES: ~ The Viterbo University Summer Research Fellowship Program is a **competitive program**; not everyone who applies will receive a fellowship.
 ~ Your proposal should use terminology that can be understood by those outside your discipline.

Student Signature: _____ Date: _____

Summer Research Fellowship Contract

Please check each of the following boxes to indicate that you have read, understood, and agreed to abide by the following statements. If you have any questions, please contact Kirsten Gabriel at kkgabriel@viterbo.edu prior to submitting your application.

- I will complete my project between May 21 and July 13, 2012 (an 8-week term)*. I understand that my project and paperwork must be completed by July 13, 2012 unless negotiated in advance.
- I understand that I must have a cumulative GPA of at least 2.75 at the start of the summer and be registered for a minimum of 12 credits for the upcoming fall semester.
- I understand that **Viterbo University email is the primary mode of communication** between the Program and student participants. I will check my Viterbo email regularly.
- I understand that under no circumstances should I terminate my research position without the approval of the AVP's office. If I do, I will need to return all or a portion of my fellowship funds.
- Unless I have a final exam, I will attend the orientation for mentors and research students on **Tuesday, May 8 at 4pm** (mark your calendar now!) to review expectations, procedures, and requirements for the summer fellowship program.
- I will work a maximum of 40 hours per week at Viterbo (no overtime will be granted, and if I have a second on-campus job, I will not exceed 40 hours per week).
- As an active member of the summer research community, I will attend 6 of the 8 Summer Research Seminars. Seminars occur from 12noon-1pm each Wednesday of the summer research term.
- I will talk with my mentor if I experience problems or misunderstandings; if they continue, I will notify Kirsten Gabriel (kkgabriel@viterbo.edu).
- My research mentor and I will submit a progress report to the Office of the Vice President for Academic Affairs (MRC 230) by June 8, 2012 and a report and final evaluation by July 13, 2012.
- I will present an oral, poster, or creative works presentation at the Seven Rivers Undergraduate Research Symposium on November 9, 2012. I understand that my summer stipend includes funds for Seven Rivers-related expenses (i.e. poster printing costs).
- I commit to engaging my research project for the entirety of the summer research period and will perform my research ethically, faithfully, and to the best of my ability.

I understand that failure to abide by these commitments may result in my Viterbo account being charged for a portion or the entire amount of my fellowship.

Student Name (please print): _____

Student Signature: _____ Date: _____

* Please note that faculty-student research teams may select the end date that best accommodates their research (ending no sooner than July 6 and no later than July 20). Research may not exceed 40 hours/week.

Summer Research Stipend, Mentorship and Expense Request Information

Student Stipends <i>(students may be enrolled full- or part-time and MUST be in good academic standing)</i>
<ul style="list-style-type: none">• Students may receive up to \$1250 for half-time research and up to \$2500 for full-time research. PLEASE NOTE: Students applying to engage in full-time research will be given preference.• Student fellowship stipend distributions will occur as follows: ½ at the start of the research term, ¼ mid-way through the research term, and ¼ at the end after all required documentation and evaluations have been submitted.
Faculty Stipends and Mentorship <i>(faculty with full-time appointments only)</i>
<ul style="list-style-type: none">• Faculty may apply to supervise the equivalent of up to one summer research student (i.e. one p/t student, one f/t student, or two p/t students) with limited exceptions.• Faculty are asked to agree to mentor no more than the equivalent of 1 FTE summer research applicant. Limited exceptions apply and should be discussed with Dr. Gayle before submission.• Faculty stipend rates are as follows: \$500 for one part-time student, \$750 for one full-time student and \$1000 for two part-time students.• Faculty stipend distributions will occur as follows: ½ at the start of the research term, ¼ mid-way through the research term, and ¼ at the end.
Expense Requests
<ul style="list-style-type: none">• If after consulting your dean and department you find you need additional monies for research supplies and expenditures, you may complete the Summer Research Fellowship Expense Request Form. This form can be found on the Undergraduate Research website (go to www.viterbo.edu/undergraduateresearch and click on “Summer Research”). Completed forms can be turned in to the Office of the Vice President for Academic Affairs in MRC 230. <p><i>Please note: submission of the request form does not guarantee funding.</i></p>

Summer Research Fellowship Faculty Mentor Endorsement

Please provide below a summary of why you believe this project should be funded.

My signature indicates that I have read this entire application. I agree to support this student's summer research proposal and that the above-mentioned research will be conducted ethically and under my supervision.

As a participant in Viterbo's Summer Research Fellowship program, I will commit to submitting a mid-term progress report in concert with my student researcher(s) as well as a final report and evaluation at the end of the summer research term.

Faculty Mentor Name (please print): _____

Faculty Mentor Signature: _____ Date: _____