GUIDELINES FOR THE AWARDING OF
Dr. Carol Swarts Milburn Undergraduate Research Award
UNDERGRADUATE SUMMER RESEARCH STIPENDS

The Dr. Carol Swarts Milburn Undergraduate Research Fellowship has the following purposes:

1. Providing financial support for students who show promise of benefit from an intensive research experience.

2. Giving students the experience of developing a research grant proposal, carrying out an approved project, and responsibly reporting the results.

3. Encouraging cooperation between faculty and students through joint development of a research grant proposal.

4. Encouraging faculty with research experience to share their expertise with students to foster greater interest in research generally.

5. Providing research help for faculty research projects. Particularly encouraged are joint student/faculty projects which show promise of outside funding that includes further opportunities for undergraduate research.

Information for the Undergraduate Research Stipend Announcement

Stipends of $1500-3000 each are available to undergraduate research participants to be paid in four equal installments. The first three installments will be paid per month from May through July. The fourth installment will be paid after final reports have been submitted to the College of Arts & Sciences Dean’s Office (bowlingb2@nku.edu), no later than September 1. The awards are available for students who are currently enrolled in an undergraduate program in the College of Arts & Sciences. These awards are supported by the Swarts Milburn Award Fund, which is administered by the Northern Kentucky University Foundation Office. In the summer of 2018, there are funds available for 2-4 recipients.

This money will support research conducted by students under close supervision by a faculty mentor. Students will be funded to work over the summer of 2018 either in a fulltime (40 hrs/week, 8 weeks, pay $3000) or part-time (20 hrs/week, 8 weeks, pay $1500) capacity. Funding of supplies is available through the Student Undergraduate Research and Creative Award (SURCA), although not guaranteed. Please note that these funds are for supplies for the project. Funds for presentations can be sought through the Student Presentation and Publication Award (SPPA).

Students will be expected to work full time on the project and not carry more than four credits of course work for the duration of the project.

Eligibility

Any currently enrolled undergraduate student majoring in a program in the College of Arts & Sciences is eligible. A student’s proposal must have the endorsement of the faculty mentor with whom the student proposes to work. The student’s proposal must also be endorsed by the Departmental Chair. The department chair will submit a separate recommendation for each proposal.
Procedure

Applications will be submitted via email to the College of Arts & Sciences Dean office, bowlingb2@nku.edu by the Department Chair by 4:30 pm on Friday, March 16, 2018. One application should be submitted for each student. Please be sure to submit the application to the Department Chair early enough for them to complete their recommendation. Each Chair will communicate an acceptable deadline. Each application should include the following:

1. **Cover page with**
   - Name of student, mailing address, contact information, major, degree, and expected date of graduation
   - Name of faculty research mentor, mentor’s department, contact information
   - Project title
   - Fulltime or part-time
   - IACUC or IRB
   - Abstract
   - Signatures of applicant, faculty mentor, and department chair

2. A student-authored description of the research project including goals, procedures and significance. Students are encouraged to work closely with their faculty mentor during the writing of the proposal. (Maximum of four pages.)

3. Role of the undergraduate student in project. Clearly describe what the student will be doing.

4. Role of faculty mentor in project.

5. A one-page vita of faculty mentor, with emphasis on relevant research and previous work with undergraduate research.

6. Detailed budget request for supplies.

Evaluation

The proposals will be judged on the quality of the research and the likelihood the project will be completed (rubric attached).

- Proposals & Chair recommendation due to Associate Dean: March 16, 2018
- Notification of awards: March 30, 2018

Summary Report

A summary report, written by the student, must be submitted to Associate Dean Bethany Bowling (bowlingb2@nku.edu), with copies to the Department Chair, by 4:30 pm on August 31, 2018. Extensions of the deadlines will only be considered due to special circumstances (example: illness supported by a doctor’s certificate). The student should submit an extension request with support letters from the mentor and the department chair to the Associate Dean.