

# APPLICATION INSTRUCTIONS

Complete information including evaluation criteria and submission forms can be found at:

<https://las.uccs.edu/current-students>

An electronic PDF document (written by the student) must be submitted to Margie Oldham at [moldham@uccs.edu](mailto:moldham@uccs.edu) no later than

**November 23, 2020 at 5:00 pm.**

The following materials are to be included in your proposal in the order indicated here:

1. **COVER SHEET:** Include a COVER SHEET with the proposal indicating the following information:  
Student Name; Student SID; Student Major(s)/Minor(s); Student UCCS Email.  
Faculty Mentor Name; Faculty Mentor UCCS Email  
MUST also include Student Signed Agreement Statement  
*By signing this statement, I attest that I have read the requirements of the Student Faculty Undergraduate Research/Creative Works Award. If I am chosen as a recipient of this award, I agree to register, attend, and present my research findings at the 2021 CSURF.*
2. **BACKGROUND STATEMENT:** A separate one-page description of the student's academic background and post-graduation career goals.
3. **PROPOSAL:** Proposals must also include a Student Summary, a Faculty Summary, a Mentorship Plan, Preliminary Work, a Recommendation Letter, an Official or Unofficial Transcript, and Project Budget Proposal.
  - Student Summary – In 300 words or less, the student must explain why this project is important and what you have contributed thus far. Because proposals are evaluated by a panel of professors with diverse backgrounds (Art, Physics, Mathematics, English, etc.), it is imperative that this summary is very clear and makes sense to them. Therefore, leave the technical jargon out of this summary. Also, describe how this project fits into your undergraduate and/or career goals.
  - Faculty Summary – In 300 words or less, the faculty mentor must explain why this project is important and to what extent the anticipated outcomes of the proposed work will promote the mentor's professional goals (developing new service-learning courses, conducting community-based research, broadening participation of underrepresented groups, etc.).
  - Mentorship Plan – In 300 words or less, the faculty mentor should explain how the proposed faculty mentoring activities will increase the probability of a successful student research project/creative work.
  - Preliminary work – Up to three pages of preliminary work can be included. Preliminary work may take the form of laboratory data, a detailed literature search, an investigation of archives, blueprints, arrangements with a community agency, etc. This section can include technical jargon and should demonstrate the amount of effort and progress already made by the student.
  - Recommendation Letter from Faculty Mentor - Using the form provided, the faculty mentor must complete a recommendation letter and submit it to the Dean's Office at [lasdean@uccs.edu](mailto:lasdean@uccs.edu) before the application deadline. Please name the file by the student's name: "LASTNAME\_FIRSTNAME\_LAS Fall 2020 Student Faculty Award"
  - Official or unofficial transcript - This transcript must show that the student has completed at least one semester of study at UCCS (12 credit hours) and earned a cumulative GPA of 3.0 or higher.
  - Project Budget Proposal – A detailed budget proposal for your project must be included. Requested funds should not exceed the \$1000 allotment for this award. If the entire project budget exceeds \$1000, identify what other funding source(s) you have secured for any needed funded in excess of \$1000.

Please contact Margie Oldham with any questions. [moldham@uccs.edu](mailto:moldham@uccs.edu) / (719) 255-4552.