Office of Undergraduate Research
Mentor Research Proposal Form Template Worksheet

Some tips and suggestions for success in matching your project to students through this process:

1. *This program uses an open application process.* We will recruit a broad range of students through the program. If you have needs for a predetermined specific student to work on a specific niche project, consider other programs or mechanisms for undergraduate research that may be better suited for that purpose.
2. *Remember your audience for your proposal is students.* You want to make sure that you describe the project in language they understand and will resonate. Be realistic but positive in describing expectations for students imagining balancing courses and research.
3. *Write broadly for your project(s).* You do not need to submit multiple, very narrow project descriptions. Feel free to use an "umbrella" approach to your related research projects. This helps provide the most flexibility in matching applications to your research. OUR trusts mentors to deploy students onto projects in the manner that best fits the needs of the mentor and the skills and strengths of the applicant pool. OUR will not ask for detailed reporting on specific research aims, so think more holistically.
4. *Don't wait until the deadline to apply.* The competitions portal is all automatic and will close at a specific time even if you have an application open. Plan to complete a few days in advance and if you have additional questions or need support, please reach out to OUR for assistance.

Project Title:

Is there a collaborator or co-mentor among University faculty and staff or Community/Corporate partners on this project? *If so, have their information ready too. You do not need to list graduate students or post-doctoral fellows from your research space.*

Project Description:
Keep in mind your audience is students and your description should be accessible and interesting to that audience. Please be sure to describe how an undergraduate student would contribute to the project and what some of their duties would be.   Feel free to use multiple short paragraphs if you have specific projects within a larger framework.

Is your project interdisciplinary? _____   Is your project community engaged? _____

Student time commitments that would work for this project:
> *Part time* - 80 hours over an academic semester (~5h per week for up to 16 weeks) or 200 hours in a summer (~20h/wk for 10 weeks)
> *Full time* - 160 hours over an academic semester (~10h/wk for up to 16 weeks) or 400 hours in a summer (40h/wk for 10 weeks)

Note: Keep in mind that 1h per week is reserved for professional development through OUR

How many students do you think this project can handle or use this term?
Please note that during summers, mentor stipends may be prorated if the capacity is not at least 2 students per mentor.

Anticipated Student Learning Outcomes:
What are the expected benefits for students participating in this research project (skills, content, experience)? Think in terms of their education, training, and careers. How do you envision students talking about their experience afterwards? The NACE career readiness competencies are a great way to frame learning for students and how the experience will benefit them into the future.

What is the training or on-boarding process for the student to participate in the research?
Unsure? Check ORPI compliance and training requirements here.

How many hours to you anticipate requiring for training (i.e. IRB): _____ *Take a moment to consider expectations and commitments. For example, if it takes 20 hours of training, would this project be appropriate for a student committing 80 hours in a semester?*

Mentoring plan or philosophy for engagement of students:
Describe how you will help the student be successful and define what the student can expect from you during this experience. We are looking for intentionality and encouraging you to think through this part and articulate for the student. Who might they work directly with? What kind of contact should they expect with you? Do you expect them to present at group meetings? Conferences? What are the commitments you make to your students to help them find success and learn?

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What are you looking for in a student applicant? What qualifications do you expect or desire?
Focus on characteristics, skills, courses, or experiences. Do not simply list a GPA. Think carefully about how you might limit the pool of potential applicants vs what is necessary for success.

Required skills, courses, or experiences:

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Recommended or preferred characteristics, skills, courses, or experiences:

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Are there any specific days/times that the student MUST be available to engage in the research?
Examples could include a research team meeting, a time your team has access to a study group through a community partner, etc.

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