Student Engagement Fund Orientation
Fall 2016

Participant Eligibility

- Student must be in good academic standing
- Student must be a full time student (taking 12 credit hours or more) to receive funding
- Student must be an undergraduate
Initial Project Requirements

• IRB information to OSEEL
  – IRB required for any project utilizing human or animal subjects

• Mentor & student should meet to sign contract with each other outlining individual expectations as well as discuss project expectations

Compensation & Reimbursement Information
**Compensation**

- Students will receive compensation bi-monthly through the financial aid office in the form of a check or direct deposit to their bank account
  - Pay dates are the 15th of the month and the last day of the month (or the closest business day to the last day of the month)
- Direct deposit form available online at [http://go.niu.edu/DirectDeposit](http://go.niu.edu/DirectDeposit)
  - If you already have direct deposit setup, be sure you have the correct account information on file. Contact Bursar: Student Accounts department to see what account is on file
- Contact Debra Rempfer ([drempfer@niu.edu](mailto:drempfer@niu.edu)) with questions about payments

---

**Compensation continued..**

- Students are required to send bi-monthly progress reports to [ugresearch@niu.edu](mailto:ugresearch@niu.edu) documenting progress for the project
  - Student must copy faculty mentor onto email
  - Faculty mentor is required to look over but only needs to contact OSEEL if the information on the progress report is incorrect
- Participation in the program will be up for review if a student fails to turn in two progress reports consecutively without explanation to OSEEL staff
Progress Report

NAME: Victor E. Huskie
MENTOR: Destiny McDonald
TIME PERIOD: September 1-15, 2016
HOURS WORKED: 20

1. Tasks completed during this time period?
   • Reviewed 10 articles for the lit review. Worked in Destiny’s Lab for 5 hours this period.

2. What has been successful?

3. What has not been successful?

4. Current goals:

5. Do you need any additional support/have any questions?

Reimbursement

• Funds for approved expenses:
  – A: Will be sent as a one time reimbursement directly to Undergraduate Research Assistant (URA)’s bursar’s account if the expense has been approved as a student purchase
    • Scheduled reimbursement date: September 15, 2016
  – B: Will be bought directly through CLAS department if the expense has been approved as a departmental purchase
    • Contact Tammy Stevens (tstevens@niu.edu) for information regarding departmental purchases

• At the end of the project, URA’s need to provide all original receipts for reimbursements sent directly to the student. All purchases that are not accounted for through receipts will be charged to the URA’s Bursar account as a fee.
SEF Expectations

Time Commitment

- The Faculty Mentor and URA are responsible for constructing a schedule that will allow them to complete their project in a timely manner.
  - We suggest 8-10 hours/week
- Schedules will vary according to the work that needs to be completed.
- It is important that the faculty mentor and student and regularly communicate with one another about schedules and expectations of the amount of hours that should be worked each week.
**Student Expectations**

- All students receiving funding from SEF are required to complete a final narrative report and cover sheet for the project outlining what they gained from the experience.
- Information outlining the final report is located in the SEF handbook (pg. 8-9)
- Reimbursement recipients: URA is required to turn in a final budget report at the end of the semester with original receipts detailing how the expense money was spent.
- Reports due Friday, December 9, 2016 to ugresearch@niu.edu

---

**Final Budget Report**

![Expense Statement](image)

- **Student's Information**
  - Name: [Name]
  - Phone #: [xxx-xxx-xxxx]
  - Email: [Email]
- **College**: College of Liberal Arts and Sciences
  - [Address]
- **Project Dates**
  - From: Fall 2016
  - To: Fall 2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Assists</th>
<th>Transport</th>
<th>Food</th>
<th>Supplies</th>
<th>Room</th>
<th>Misc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Fee (email receipt)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Meals (2 receipts)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120.00</td>
</tr>
<tr>
<td>Transportation to and from conference</td>
<td>138</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$120.00</td>
</tr>
</tbody>
</table>

**Total Spent**: $315.00

- **NIU Reimbursement Amount**: $300.00
- **Amount Not used (will be charged back to your honor account)**: $15.00
Student Expectations Continued..

- Student is encouraged to include pictures of their project to document his/her experience with the final report.
- Student will fill out a program evaluation survey that will be sent out electronically towards the end of program term.
- Input final narrative report into NIU’s institutional repository, Huskie Commons.
- Students receiving funding through SEF are strongly encouraged to present at the annual Undergraduate Research & Artistry Day (URAD) & Community Engagement Showcase (CES), or as a part of OSEEL’s Colloquia Series.

Faculty Mentor Expectations

- If you applied on behalf of a student, provide student name and email to OSEEL by September 9th.
- Complete Student/Faculty contract with student outlining your individual expectations.
- Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
  - Review progress reports and provide the student feedback.
- Attend major presentations that the student makes on the NIU campus regarding your project (i.e. URAD/CES, OSEEL Colloquia Series).
- Work with Tammy Stevens in CLAS to make departmental purchases.
Resources

Contacts:
Destiny McDonald  
dmcdonald@niu.edu  
Assistant Director for  
Undergraduate Research &  
Program Partnerships

815-753-8154  
ugresearch@niu.edu  
www.oseel.niu.edu

Questions?