

# OSEEL Undergraduate Research Funding Application

Thank you for your interest in applying for an undergraduate research fund program. Through this application, you will have the opportunity to apply for either the Student Engagement Fund (SEF) or the Research, Engagement and Academic Diversity (READ) grant. *You may only apply for one grant per semester.*

## **READ Grant**

The Research, Engagement and Academic Diversity (READ) grant provides funding to both faculty/staff and students interested in conducting research on topics related to social justice and diversity, and social innovation or social entrepreneurship projects with a particular focus on social and cultural issues. This grant is offered in partnership with the Office of Student Engagement and Experiential Learning, the Division of Research and Innovation Partnerships and the Office of Academic Diversity, Equity and Inclusion. More information on program and funding guidelines can be found [here](#).

## **Student Engagement Fund**

The Student Engagement Fund (SEF) is a collaborative effort by the Office of Student Engagement and Experiential Learning (OSEEL) and the College of Liberal Arts and Sciences (CLAS) to provide funding for students working on faculty-mentored research projects and to support undergraduate student engagement projects. Requests can be made to cover compensation for undergraduate students and/or for student expenses associated with engaged learning projects, or a combination thereof. More information on SEF requirements and funding limits can be found [here](#).

***All applicants must be able to follow NIU's COVID-19 guidelines for undergraduate research, artistry and scholarly projects: <https://www.niu.edu/protecting-the-pack/academics/research>***

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**Which undergraduate research funding opportunity are you applying for?**

- READ Grant
  - Student Engagement Fund
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**Are you a student or faculty member?**

- Student Applicant
- Faculty Applicant

End of Block: OSEEL UG App Description

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Start of Block: Faculty Contact Info

**Contact Information - Faculty Application**

- First Name \_\_\_\_\_
- Last Name \_\_\_\_\_
- NIU ID \_\_\_\_\_
- Email Address \_\_\_\_\_
- Department \_\_\_\_\_
- Department Chair Name \_\_\_\_\_
- Department Chair Email \_\_\_\_\_

**Student Information - If you have selected the student(s) that you will be working with next semester, please list their contact information below. If not, please skip this question.**

- Student First Name \_\_\_\_\_
- Student Last Name \_\_\_\_\_
- Student Z-ID \_\_\_\_\_
- Major \_\_\_\_\_
- Student First Name \_\_\_\_\_
- Student Last Name \_\_\_\_\_
- Student Z-ID \_\_\_\_\_
- Major \_\_\_\_\_

End of Block: Faculty Contact Info

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PREVIEW

# READ Application Questions

Thank you for your interest in the Research, Engagement, and Academic Diversity (READ) Grant.

Before beginning this application, please note that if you log out of the application, you must log back in on the same computer to pick up where you left off. Additionally, you will be required to upload the following documents at the end of the application. Please prepare these materials in advance so you can submit them with your application:

- Budget: [Budget Template.xlsx](#) (Excel File)
- Project Timeline
- Student-Faculty Contract: [Student\\_Faculty Contract.docx](#) (Word Doc)
- Letter of support from any relevant partners (if applicable)
- Transcripts (students only)
- READ Grant Reference [Form](#) (students only). **An NIU faculty or staff member must complete the online form in order for your application to be considered complete. The form must be submitted by the application deadline.**

**All documents should be submitted as PDF's.**

If you have any questions, please contact us at [ugresearch@niu.edu](mailto:ugresearch@niu.edu).

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## READ Project Information

**Please read through the following information to determine which category your project falls under. Applicants that are able to clearly articulate their project type are more likely to receive funding.**

### *Research/Scholarship/Artistry Projects*

Main purpose is to contribute to the body of knowledge on a specific topic

Intends to serve the academic community

Pursues the "truth" and "objectivity" Controlled by the researcher/artist

### *Community Based Research*

Main purpose is to provide the community with tools and information to enact change

Intends to serve the local and academic communities

Pursues community empowerment and mutual learning

Controlled by community members and researcher/artist

For more information on how to determine the type of your project, please view the following PDF: [Types of Research](#).

- Research/Artistry Project
- Community Based Research Project

**Project Title:** \_\_\_\_\_

### **Background**

Explain the present state of knowledge and understanding of the community you will be working with or in your field of study, using proper citations when necessary. Provide the background of the topic in an engaging manner (e.g., relate topic to reader, raise interesting questions, note topics importance in field, etc.). Include descriptions of any partnering organizations. Make it clear why you want to do this project and why it needs to be undertaken to fill a gap in knowledge.

*Minimum 150 words.*

### **Broader Impacts Statement**

Explain the significance of your project and its potential to benefit society or contribute to achieving specific societal outcomes (i.e. the big picture).

*Minimum 150 words.*

### **Project Objectives**

Clearly and concisely state the problem/question(s) or creative concept(s) that will be addressed during the period of the proposed project.

### **Methodology: Expected Results**

What are your expected results or the expected range of results for your proposed project?

*Minimum 150 words.*

### **Final Product**

How do you plan for your project to be disseminated? Examples include poster, report, a publishable article or chapter, a performance, a policy recommendation, or other. Be as specific as possible.

### **Project Milestones**

Identify at least six project milestones

### **Sustainability Statement**

How will this project be sustained beyond READ funding?

**If you are working with a partner, please upload their letter of support.**

### **Will this project require travel?**

- Yes (Please explain) \_\_\_\_\_
- No

**End of Block: READ Project Information**

## Additional Documents

Please download and submit the budget template, available here: [Budget Template.xlsx](#)

All applicants are required to submit an itemized budget when completing an undergraduate research fund application whether you are applying for funds related to project supplies, student compensation, funding for travel, or a combination of the three. **Each category requires a separate budget.**

Any budget submission that is not completed using the provided template will not be considered. It is important that applicants are as specific as possible when submitting their budget, including the following information:

- Description of item (including the cost and quantity)
- Justification of why the item is essential for the project's success
- Student Compensation applicants- describe the amount of hours you plan for the student to work on the project per week and the tasks the student will be working on
- Distinguish if project supply purchases will be made by the student or the Department
  - Items purchased by the student directly- examples include: travel, hotel, poster printing, registration for a conference, training cost, travel-related per diem etc.
  - Items purchased by the department (these will require NIU property tag with a few exceptions) - examples include: group travel, software, hardware, other equipment, books, lab safety gear, and data storage.
- For applications that include travel, the budget MUST include: mileage, airfare, hotel/lodging, registration fees, per diem costs, and any miscellaneous expenses.
- Eligible expenses include (but are not limited to):
  - Project supplies (including printing costs)
  - Travel related to research or project
  - Conference travel for undergraduate students (must be presenting outcomes from this project)
  - Compensation for undergraduates

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**Upload a detailed timeline of your proposed project.**

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**Download and submit the Student Faculty Contract, available here: [Student Faculty Contract.docx](#). Faculty, if you have a student selected for your project, please submit this as well.**

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***Click "Next" below to submit your application.***

End of Block: Additional Documents