|  |  |
| --- | --- |
| **Student Name:** | **Z-ID:** |
| **Project Title:** | |
| **Student Email:** | **Student Phone:** |
| **Faculty Name:** | **Department:** |
| **Faculty Email:** | **Faculty Phone:** |

**GENERAL INFORMATION**

***This contract outlines the parameters of our work together on this research project.***

* **Academic year and semester(s) of participation:**
* **Undergraduate research program (circle/highlight):**
* Research Rookies
* Student Engagement Fund
* Research, Academic Engagement and Diversity (READ) Grant
* Other
* **We agree to work together on this project for the following semester(s):**
* **The mentee will work at least**       **hours per week on the project.**
  + **The mentee will propose their weekly schedule to the mentor by**      .
  + **If the mentee must deviate from this schedule (e.g., to study for an exam), they will communicate this to the mentor art least**       **(weeks/days/hours) before the change occurs.**
* **Our primary means of communication with be through (circle/highlight):** face-to-face / phone / email / instant messaging / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **We will meet one-on-one to discuss our progress on the project and to reaffirm or revise our goals at least**       **per month for**       **(minutes/hours).**
* **In preparation for these meetings, the mentee will:**
* **In preparation for these meetings, the mentor will:**

**PROJECT RELATED INFORMATION**

**Our major research project goals are:**

**Our shared vision of success in this research project is:**

**What resources (journals and other literature; materials, equipment, and supplies; training or professional meetings, etc.) will be used to support this undergraduate project?**

**If the mentee gets stuck while working on the project, (e.g. has questions or needs help with a technique or data analysis), the procedure will be:**

**Do you have any additional comments about this project?**

**Electronic Signatures**

|  |
| --- |
| **Student Electronic Signature (First & Last Name):** |
| **Date:** |

|  |
| --- |
| **Faculty Electronic Signature (First & Last Name):** |
| **Date:** |

**Undergraduate Research Assistant**

**Commitment Contract**

I, \_Enter your first & last name \_­­­­­­­­­­­­­­, commit to fully participate in the selected undergraduate research program throughout the allotted timeframe that has been agreed upon with my Faculty Mentor and I acknowledge and/or agree to the following terms and conditions:

* I will complete the following program requirements:
  + Attend program orientation (date to be emailed to you)
  + Submit progress reports once a month through the Blackboard Organization and email my Faculty Mentor the report
  + Submit a final narrative report upon completion of the project *(SEF, READ and RIPS Grant recipients only)*
  + Present my research at NIU’s Conference on Undergraduate Research & Engagement in April *(Research Rookies, READ and RIPS Grant recipient students only)*
* I will remain in good standing with the university (academically, judicially and otherwise) and understand that failure to do so could result in possible dismissal from the program.
* I will work on my project, under the direction and guidance of my faculty mentor. I acknowledge that full participation includes hours completed at the library, laboratory, or other locations determined by my faculty mentor.
* I will complete all prior approvals (IRB, IUACC, etc.) before conducting research, including lab safety training.
* I will maintain regular, ongoing communication with my faculty mentor and OSEEL Administration regarding any personal difficulties that arise during my experience with the program.
* I understand the requirements and expectations for the program and accept the terms of agreement.

\_Enter your first & last name\_\_\_\_\_\_\_\_\_\_\_\_ \_Enter the date\_\_\_\_\_\_\_

URA Signature Date