SEF Application

Thank you for your interest in the Student Engagement Fund (SEF) program!

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: SEF Budget Template
- Project Timeline
- Student-Faculty Contract: SEF Student-Faculty Contract
- Transcripts (students only)
- Reference Form (students only)

Students, please have your faculty or staff reference complete the SEF Reference Form for your application to be considered complete. Letters of recommendation must be submitted by the application deadline.

Please submit all materials as PDFs.

PREVIEW

If you have any questions, please contact the Student Engagement Fund Team at ugresearch@niu.edu.

Have you ever applied for the Student Engagement Fund before?

- ○ Yes (Please include the semester and year you applied below) _____
- ○ No

Are you a student or a faculty member?

- ○ Student
- ○ Faculty

Are you applying for Travel (to a conference, competition, class field trip/activity, etc), a Research, Artistry, or Community Based Research Project, or a Field School?

Travel to conferences or competitions, group travel for class activity: Funding can cover travel expenses incurred by the students. Projects may be mentored by faculty or staff, as appropriate. *Limited funding is available for non-CLAS applicants.*

Research, Artistry, or Community Based Research Project: Funding for undergraduate projects initiated by students or faculty to cover a student's compensation (hourly paid assistantship position) and project related expenses for equipment, software, travel, etc.

Field Schools: **Funding can cover expenses for students participating in field schools.**

- ○ Travel to Conferences or Competitions
- ○ Research, Artistry, or Community Based Research Project
- ○ Field School

PREVIEW

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 _____

Contact Information - Student Application

- First Name _____
- Last Name _____
- ZID _____
- NIU Email _____
- Major _____
- Additional Email _____
- Faculty Mentor Name _____
- Faculty Mentor Email _____
- Faculty Mentor Department/Office _____

PREVIEW

When is your graduation month/year?
*Please note that students **cannot** graduate before completion of the semester they are applying for.*

_____

What is your current NIU GPA?

_____

Demographic Information

The following information will be used to help us better analyze our data and better serve NIU's diverse populations of students.

In which college do you study?

- ○ Business
- ○ Education
- ○ Engineering and Engineering Technology
- ○ Health and Human Sciences
- ○ Liberal Arts and Sciences
- ○ Visual and Performing Arts

PREVIEW

What is your year in school?

- ○ Freshmen
- ○ Sophomore
- ○ Junior
- ○ Senior
- ○ Other

Did you begin your time at NIU as a freshman or as a transfer student?

- ○ Freshman
- ○ Transfer

What is your cumulative GPA?

- ○ 0.00-0.49
- ○ 0.50-0.99
- ○ 1.00-1.49
- ○ 1.50-1.99
- ○ 2.00-2.49
- ○ 2.50-2.99
- ○ 3.00-3.49
- ○ 3.50-4.00

PREVIEW

Are you in the CHANCE program?

- ○ Yes
- ○ No

Are you in the Honors program?

- ○ Yes
- ○ No

Are you a student athlete?

- ○ Yes
- ○ No

The following information will be used to help us better analyze our data and better serve NIU's diverse populations of students.

What is your gender?

- ○ Male
- ○ Female
- ○ Non-binary / third gender
- ○ Prefer to self-describe _____
- ○ Prefer not to answer

PREVIEW

What is your ethnicity?

- ○ African American
- ○ American Indian / Native Alaskan
- ○ Asian
- ○ Hispanic
- ○ Pacific Islander
- ○ White
- ○ Multiple Ethnicities
- ○ Other
- ○ Prefer not to answer

PREVIEW

Are you a first generation college student?

- ○ Yes
- ○ No

Are you an international student?

- ○ Yes
- ○ No

Field Schools

Field School Information:

- Title of field school:

_____

- Destination (include address):

_____

- Start date of trip (Month/Day/Year):

_____

- End date of trip (Month/Day/Year):

_____

- Anticipated project completion date (Month/Day/Year):

_____

PREVIEW

Student Academic Experience

Indicate how the proposed experience is expected to enhance your academic experience and future career.

_____

_____

_____

_____

_____

Describe what you want to achieve from this experience:

_____

_____

_____

_____

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

How you plan for your project to be disseminated? Examples include poster report, a publishable article or chapter, a performance, a policy recommendation, or other. **Other examples include professional development, the advancement of knowledge in your career field, and more.*

Be as specific as possible.

_____

_____

_____

_____

Additional Documents
Download and submit the budget template, available here: SEF Budget Template.
All applicants are required to submit an itemized budget when completing the SEF 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 the purchase will be made by the student or the Department

  a. *Items purchased by the student directly- examples include: travel, hotel, poster printing, registration for a conference, training cost, travel-related per diem etc.*

  b. *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.*

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

PREVIEW

NOTE: For Travel applications, the budget MUST include: mileage, airfare, hotel/lodging, registration fees, per diem costs, and any miscellaneous expenses.

Upload a detailed timeline of your proposed project.

Download and submit the Student Faculty Contract, available here: Student Faculty Contract
Faculty, if you have a student selected for your project, please submit this as well.

STUDENTS ONLY: Upload your unofficial transcripts.

STUDENTS ONLY: Please provide the email address for your letter of recommendation. Recommenders will receive an email stating that you requested a letter from them for the SEF grant.

PREVIEW