Welcome!

Dear Student Engagement Fund Recipients,

We want to take this opportunity to congratulate you on being awarded funding through the Student Engagement Fund (SEF)! The fact that you have shown an interest in engaged learning and have been admitted to the SEF program distinguishes you as a student who is willing to go beyond the basic requirements of your degree program and begin an exciting process of inquiry and discovery. You are embarking on a rare opportunity. In large measure you will get out of this experience what you are willing to devote to it in terms of your own effort and dedication.

We hope that you will make good use of this opportunity. Students, your mentors are dedicated faculty and staff who are willing to take time to guide you as you pursue your SEF project. Your mentors can be wonderful resources for you as you continue your college career and beyond. We hope that you enjoy your SEF experience!

Please use this handbook as a guide to all of your SEF inquiries. If you find that you still have questions or concerns about the fund after reading the handbook, feel free to reach out to a member of the SEF Team.

SEF Team Contact Information

Office of Student Engagement & Experiential Learning
Northern Illinois University
Altgeld Hall 100
815-753-8154
ugresearch@niu.edu
go.niu.edu/SEF
Contents

General Information ..........................................................................................................................4
   Program Description ......................................................................................................................4
   Projects Covered ..........................................................................................................................4

Program Policies and Procedures .................................................................................................4
   SEF Eligibility ..............................................................................................................................4
   Award Restrictions ......................................................................................................................5
   Budgets ......................................................................................................................................5
   Study Abroad ..............................................................................................................................6

Student Expectations ....................................................................................................................6

Student Final Report Guidelines ..................................................................................................7

Faculty Expectations .....................................................................................................................8

Funding Procedures ......................................................................................................................9
   Compensation for Students ........................................................................................................9
   Reimbursement to Students for Project-Related Expenses ........................................................9

Expectations and Responsibilities .................................................................................................9
   Time Commitment .......................................................................................................................9
   Progress Reports .......................................................................................................................9
   Conducting Research and Service-Learning ...............................................................................10
   Email Communication ...............................................................................................................10
   Plagiarism ..................................................................................................................................10

Office of Research Compliance ..................................................................................................11
   IRB ...........................................................................................................................................11
   Biosafety ..................................................................................................................................11
   IACUC .......................................................................................................................................11
   Human Subjects ........................................................................................................................11

Presenting Research ...................................................................................................................11
   Acknowledging SEF ..................................................................................................................11
   Undergraduate Research and Artistry Day and Community Engagement Showcase ..................11
   Summer Research Symposium .................................................................................................12
   Presenting Your Project .............................................................................................................12
   Printing ......................................................................................................................................12

Additional Information .................................................................................................................12
   Engage PLUS ............................................................................................................................12
   Huskie Commons ......................................................................................................................12
   Library Resources .....................................................................................................................13

Appendix A ....................................................................................................................................14

Appendix B ....................................................................................................................................15
General Information

Program Description

The Student Engagement Fund 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 compensation and/or reimbursement for faculty-mentored research/artistry, community-based research, NIU faculty-led study abroad programs and field schools, and travel.

Projects Covered

Requests can be made to cover compensation for undergraduate students (Undergraduate Research Assistants) and/or for reimbursement of student expenses associated with engaged learning projects, or a combination thereof.

Project categories are:

- **Mentored student research projects**: Funding for undergraduate research projects initiated by students or faculty to cover a student’s compensation and research related expenses for equipment, software, travel, etc.
- **Mentored community-based research projects**: Funding for undergraduate community-based research projects initiated by students or faculty, which covers student compensation and related expenses for equipment, software, travel, etc.
- **NIU faculty-led Study Abroad programs and Field schools** (domestic and abroad): Funding can cover expenses incurred by the students participating in a study abroad or field school program.
- **Travel to conferences or competitions, group travel for class activity**: Funding can cover travel expenses incurred by students.

**Note**: All travel & study abroad programs may be mentored by faculty or staff, as appropriate. All requests for funding support shall include a clearly stated goal for the project, objectives that reflect the desired experiential learning outcomes and anticipated expenses.

Program Policies and Procedures

**SEF Eligibility**

Students requesting funding should be in good academic standing and must be a full time student (i.e., enrolled in at least 12 credit hours or more). Requests must be a minimum of $250. Undergraduate students may apply on their own behalf or faculty can apply for funding on behalf of students working on research projects or community-based research projects. All applications must be submitted through the online application, available at: go.niu.edu/SEF.

Additional criteria for each category is listed below:

- **Mentored student research projects**: All NIU faculty and students can apply for compensation to work on faculty-mentored research.
- **Mentored community-based research projects**: All NIU faculty and students can apply for compensation to work on community-based research projects.
- **NIU faculty-led Study Abroad programs and Field schools** (domestic and abroad): All College of Liberal Arts and Science (CLAS) undergraduates and faculty are eligible to apply for funding in this category. Extremely limited funding is available for non-CLAS applicants.
• **Travel to conferences or competitions, group travel for class activity**: All College of Liberal Arts and Science (CLAS) undergraduates and faculty are eligible to apply for funding in this category. Limited funding is available for non-CLAS applicants. *Faculty are encouraged to apply for funding on behalf of students to be used for group travel expenses and student expenses for conferences and competitions.*

**Award Restrictions**

Funding is available as compensation for student participation in faculty-mentored research or community-based research. Undergraduate Research Assistants are eligible to receive a maximum award of $1,200 per academic year in compensation. Funding is distributed and managed through NIU’s Financial Aid Office as a scholarship for engaging in an academic research or community-based research experience.

Funding is also available as reimbursement to students for project related expenses. Reimbursement awards will range from $250 to $2500. Eligible expenses include (but are not limited to):

- Conference registration fees
- Travel expenses (excluding local transportation)
- Materials and supplies specific to the project
- Direct project expenses

A student may receive support for more than one project, subject to the following annual funding limits:

- A student may receive no more than $1200 per year in compensation and/or
- A student may receive no more than $2500 per year in reimbursement

**A student may receive no more than $3500 per year in total support.** For these purposes, an academic year will be considered to be Fall-Spring-Summer.

**Budgets**

All applicants are asked to submit an itemized budget when completing the SEF application. 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**
- **Distinguish if the purchase 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, food, program cost for study abroad, 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, chemicals, and data storage.
- **Cost of the item**

The SEF review committee will then determine which items are essential to the proposed project that are included in the application and provide reimbursement for the selected items to the appropriate
purchaser. Approved items will be included in the SEF recipients’ award letter. Only approved items are allowed to be purchased using SEF funding. Any revisions to the budget must be submitted to the SEF team by the provided deadline in the award letter. Revised budgets can be submitted to ugresearch@niu.edu for approval.

Final version of the “Expense Report” will be due at the completion of the project (explained below) along with a final written report completed by the student. Please keep in mind that following documents will be required to submit along with your final report:

Travel – proof of purchase, original invoice or e-ticket must be attached. All travel receipts must correspond to original proposal.

Conferences – confirmation from the conference or exhibition site must be included indicating student participation.

Equipment – only expenses for NIU goods and services indicated in the expense report would be allocated to department or faculty mentor. All other approved expenses will need to be purchased by the student.

Supplies – all original receipts must be turned in with the expense report at the completion of the project and must reflect your original proposal. Unapproved purchases and items without a proper receipt will be charged to the students Bursar’s account.

Study Abroad

Undergraduate SEF recipients who are awarded funding for a study abroad experience must participate in an online pre-departure orientation through the Study Abroad Office in order to receive their award. In the orientation, students will learn about safety, insurance, health records, and more when traveling abroad. Once the SEF team receives confirmation of completion of pre-departure orientation from the staff in the Study Abroad Office, funds will be dispersed to the recipient. The SEF Team recommends that study abroad recipients complete the pre-departure orientation as soon as he or she receives notification of the award to ensure that there is no delay in disbursement of funds. For more information on the pre-departure orientation or to schedule a meeting with a Study Abroad Staff member, email niuabroad@niu.edu or call 815-753-0700.

Student Expectations

1. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugresearch@niu.edu to make other arrangements.

2. Complete a Student-Faculty contract with your faculty mentor. Turn in an electronic copy to ugresearch@niu.edu or a hard copy to Altgeld 100. Uphold the agreement with the faculty mentor throughout the duration of the project.

3. Complete bi-monthly progress reports on the status of your project and submit via email to the SEF team at ugresearch@niu.edu and copy your faculty mentor on the email.

4. Students receiving SEF funds are required to turn in a final report and participate in an online program evaluation at the completion of their project. Final report guidelines are listed below. A link for the program evaluation will be sent out to SEF recipients at the end of the semester.

5. Students receiving SEF funds are required to submit their final report through NIU’s institutional repository, Huskie Commons with their faculty mentor’s approval. More information on how to submit through the Commons will be e-mailed to recipients.
6. Finally, students funded through Student Engagement Fund program are strongly encouraged to present at the annual Undergraduate Research & Artistry Day or Community Engagement Showcase that is held in April or the Summer Research Symposium in August.

- Please note, failure to complete any one of these expectations could result in repayment penalties or decreased consideration for funding in the future.

**Student Final Report Guidelines**

Submission of a final report is a condition of the Student Engagement Fund program. A final report will only be considered complete once the following items have been received by the SEF team:

- **Cover Sheet**: Final reports will not be accepted without a cover sheet (Appendix A) signed by both the student and faculty supervisor.

- **Narrative report** (limit 5 pages) that should include the following sections
  - A summary of your project and the results/outcomes
  - A discussion of how effectively you accomplished your original objectives
  - A reflection of the impact that the SEF program had on your academic experience

Final reports should be written using **12-point Times New Roman font, double-spaced, 1” margins, left justified**. You should write your summary with a general audience in mind (i.e. faculty, students, and staff who may not be familiar with your particular field). If more than one student participated in this project, each student must fill out a separate cover sheet and narrative report.

You are welcome to include other materials in addition to your report (i.e. pictures, a published paper or final report written in conjunction with your faculty supervisor), but these **should not** take the place of your summary. If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.

The report must be signed by both the student and the faculty supervisor. If a student fails to submit a final report by the deadline, he or she will be charged the full amount of the award and will be ineligible to apply for a future programs administered by OSEEL. Submission of the final report can be sent to ugresearch@niu.edu in PDF form or a hard copy can be submitted to the Office of Student Engagement and Experiential Learning in Altgeld 100.

Please use the guidelines below for final report formatting:

<table>
<thead>
<tr>
<th><strong>Cover Page</strong></th>
<th>▪ All final reports must be accompanied by the SEF cover page.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>▪ You and your faculty supervisor must sign the cover page</td>
</tr>
<tr>
<td></td>
<td>▪ If more than one student participated in this project, each student must fill out a separate cover sheet.</td>
</tr>
<tr>
<td></td>
<td>▪ Reports without a cover page will not be accepted</td>
</tr>
<tr>
<td><strong>Length</strong></td>
<td>▪ The main body of the report should be no more than 5 pages.</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
<td>▪ Margins should be 1”</td>
</tr>
<tr>
<td><strong>Font type and size</strong></td>
<td>▪ The type font and size for the report is Times New Roman, 12 pt.</td>
</tr>
</tbody>
</table>
### Spacing
- The report should be double-spaced

### Justification
- All items should be left justified

### Literature citations
- Literature citations within the text should be properly cited in parentheses.
- Please use an acceptable citation style (MLA, APA, Chicago Style, etc.).

### Expense Report Format
- Students need to provide a line-by-line expense report using the available template.
- Expense reports written only in narrative form will not be accepted.

### File format
- Your document should be formatted as a Microsoft word document.
- If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.

**SEF Evaluation:** Your online evaluation of the SEF program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the SEF program.

**Faculty Expectations**

- Identify a student and complete faculty/student contract by the date of the Faculty-Student Orientation.
  - Failure to identify an Undergraduate Research Assistant for your project by this date will result in a delay in payment for the student. *If you need assistance finding a student for your project, please contact the SEF team at ugresearch@niu.edu.*
  - All funds not spent by the last day of semester’s finals week will be forfeited and are not transferable into the next semester.
- All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your student are unable to attend, please contact ugresearch@niu.edu to make other arrangements.
- Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
- Notify the SEF team as needed of student progress, performance, change of research focus, or any problems in the mentoring relationship.
- Attend major presentations that the student makes on the NIU campus regarding your project (i.e. Undergraduate Research and Artistry Day, or Community Engagement Showcase)

**Funding Procedures**

**Compensation for Students**
Funds are disbursed monthly as an Academic Award through the Financial Aid Office. Students will receive 100% of the compensation and funds will not be taxed. If the student has registered for direct deposit, the funds will go directly to their bank account on file. If they have not, the student should expect to receive a check in the mail, which will be delivered to the permanent address on file in MyNIU.
The anticipated initial disbursement date for SEF compensation to students will be indicated at the SEF orientation. Students will receive monthly payments of the approved amount throughout the duration of the semester. If students have questions about the status of their award, they should contact Debra Rempfer at drempfer@niu.edu or 815-753-6249.

Unless a student(s) was identified on the application, OSEEL will assume that the Faculty member has not secured a student(s) to assist with their project. Faculty must notify OSEEL of the student(s) that will be assisting with the project by the orientation date. Please note that a student(s) will not be paid for their work as an SEF research assistant until Faculty has submitted the student’s information to the SEF Team.

Reimbursement to Students for Project-Related Expenses

Items Purchased by the Student Directly
Funds for items that are approved to be purchased by the student will be processed as a one-time academic scholarship through Academic Works. Once the scholarship is accepted through the Academic Works system, the funds will go directly to the student. If the student has registered for direct deposit, the funds will go directly to their bank account on file. If they have not, the student should expect to receive a check in the mail, which will be delivered to the permanent address on file in MyNIU. The anticipated initial disbursement date for SEF reimbursement to students will be indicated at the SEF orientation. If students have questions about the status of their award after this date, they should contact Debra Rempfer at drempfer@niu.edu or 815-753-6249.

Items Purchased by the Department
Faculty members within CLAS whose approved items have been designated as departmental purchases should work with the Business Manager within their designated Department in coordination with Tammy Stevens from CLAS to make purchases. If you have questions about purchasing items through your Department, please contact Tammy at tstevens@niu.edu or 815-753-1065. Faculty members who are not affiliated with CLAS and need to make a departmental purchase should contact Patty Lee in OSEEL at patlee@niu.edu or 815-753-8154. The deadline to purchase approved items will be indicated at the SEF orientation.

Expectations and Responsibilities

Time Commitment
Students who receive SEF funding are responsible for constructing a schedule in collaboration with their mentor that will allow them to complete their project in a timely manner. Schedules will vary according to the work that needs to be completed. The SEF Team recommends that students engage in 8-10 hours of research per week on their project. Hours engaged in research should be recorded on progress reports and submitted to ugresearch@niu.edu bi-monthly (1st day of the month and the 16th day of the month).
Undergraduate Research Assistants weekly schedules may fluctuate based on the progress of the project. Some weeks the student may be engaged in more research tasks and log more hours than normal in order to complete required tasks. It is important that the student and faculty mentor regularly communicate with one another about schedules and expectations of the amount of hours that should be designated for research each week.

**Progress Reports**  
A requirement of the SEF is that students fill out bi-monthly progress reports. The report is used in an effort to keep track of the amount of time the student has put into the project as well as the student’s progress on the project. This report allows the Faculty Mentor and the SEF Team to verify that the student is meeting their goals. Progress reports must be submitted via email at ugresearch@niu.edu. Student will be responsible for copying their Faculty Mentor on the progress report submission. Mentors are not required to respond to the email unless the information that has been indicated in the report is inaccurate or false. Mentors are encouraged to review the information from their students’ progress reports and discuss the goals and progress of the project with the student(s).

*In the case that a student is absent or not performing well, the SEF team reserves the right to stop payments or charge the student for funds received as a part of SEF.*

**Conducting Research and Community-Based Research**  
Participating in faculty-mentored research or community-based research is a privilege. Respect the work and time your mentor is putting in by doing the same, and always behave in a professional manner. Your mentors are relying on you to be curious and independent. Ask the OSEEL staff for guidance if you are feeling lost, we are here to help!

Any student representing Northern Illinois University while participating in the Student Engagement Fund (SEF) program is expected to conduct themselves in a manner that reflects upon themselves and the University positively. All students are governed by [the University Student Code of Conduct](https://www.niu.edu/spoc/codeofconduct/). Any violation of the Code of Conduct may result in appropriate disciplinary action, including, but not limited to, loss of privileges to participate in undergraduate research programs through OSEEL and/or restitution of funds.

**Email Communication**  
Email is the main form of communication used by the SEF team so it is important that all recipients check their email on a regular basis. Emails can be sent to ugresearch@niu.edu.

**Plagiarism**  
As a student at NIU, SEF award winners are members of an academic community that strives for academic honesty, integrity, and originality. All SEF applicants are advised that presenting another’s work as your own, even if by accident, is a serious violation of university policy and the Student Code of Conduct. The Student Code of Conduct identifies the following as acts of academic dishonesty: “The term ‘plagiarism’ includes but is not limited to the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (p. 17). Suspected cases of plagiarism will be investigated and dealt with by the Program Director and the Office of Community Standards & Student Conduct.
Office of Research Compliance

**IRB**
The Internal Review Board (IRB) ensures that all research done through NIU follows specific guidelines and does not endanger any of the participants. NIU holds its researchers to extremely high standards so that the integrity and safety of NIU is not jeopardized by any research. Depending on the research you are conducting, you will need to undergo either the IRB process regarding Biosafety, IACUC, or Human Subjects. A brief description of each is provided below, and more detailed information can be found on the NIU website through the Office of Research Compliance. Determine if you need to fill out any of these forms **before** you start your research because the Office of Student Engagement and Experiential Learning will not release your funds until you have IRB approval. For more information, visit the website ([http://www.orc.niu.edu/orc/](http://www.orc.niu.edu/orc/)).

**Biosafety**
If you are participating in research involving recombinant DNA, and/or pathogenic substances, you will have to go through the Biosafety review process. For more information, visit the website ([http://www.orc.niu.edu/orc/biosafety/index.shtml](http://www.orc.niu.edu/orc/biosafety/index.shtml)).

**IACUC**
IACUC focuses on NIU’s want to ensure the safety of any live, vertebrate animals used in university research. If any of your research involves animals, you will have to submit the IACUC form to prove that the animals are not put in any unnecessary harm. For more information, visit the website ([http://www.orc.niu.edu/orc/animal_research/index.shtml](http://www.orc.niu.edu/orc/animal_research/index.shtml)).

**Human Subjects**
Any research involving human participants needs to be approved via the IRB process. Even if you are conducting surveys, getting the approval will probably be necessary. For more information, visit the website ([http://www.orc.niu.edu/orc/human_research/index.shtml](http://www.orc.niu.edu/orc/human_research/index.shtml)).

**Presenting Research**

**Acknowledging SEF**
Any student representing the SEF program while presenting at a conference is expected to acknowledge the SEF program on their poster or in their conference presentation.

**Undergraduate Research and Artistry Day and Community Engagement Showcase**
Undergraduate Research and Artistry Day (URAD) is an annual showcase and celebration of the outstanding research and artistry projects that undergraduate students have participated in throughout the academic year. The Community Engagement Showcase (CES) is held in conjunction with URAD and showcases outstanding community-based engagement initiatives. Participants have the option to present their work in a poster, exhibit and digital media display or 15-minute oral presentation session. Each poster is judged twice and are separated into two categories: Arts, Education, Health, Humanities, and Social Sciences (AEHHSS) and Science, Technology, Engineering and Math (STEM).

SEF participants are not expected to present at URAD/CES; however, it is highly recommended. The event is held in the Holmes Student Center, Duke Ellington Ballroom in April.
**Summer Research Symposium**
Undergraduate students who have participated in faculty-mentored research or artistry projects will be showcasing their work through posters and oral presentations. The event is held in Altgeld Hall in August. SEF participants are not expected to present; however, it is recommended.

**Presenting Your Project**
Putting together a presentation takes a lot of time and energy, so we encourage both students and faculty mentors to start the process early. OSEEL staff will provide workshops on presentation options during the Spring semester, which are also available online through the URAD website (go.niu.edu/URAD).

**Printing**
All posters can be printed through Creative Services or your specific department, free of cost. Please keep in mind that the Creative Services team is always very busy around the time of URAD/CES, so finish your poster as early as possible to ensure it is printed on time. It is also important that your poster is error-free when you submit it, so it is best that multiple people proofread it before submission.

Many of the departments have their own printing services as well. They are often not as busy and have more time to sit down with you and go through your poster if you seem to be encountering problems. Do not rely entirely on this however, and give them plenty of time and notice ahead of time. More information on how and where to have your URAD/CES poster printed will be available online at go.niu.edu/URAD in the Spring Semester.

**Additional Information**

**Engage PLUS**
Engage PLUS is an optional process that allows students an opportunity to request consideration for academic transcript notation for co-curricular engaged learning activities. Students are required to submit a request for pre-approval of identified activities and, upon completion of the activity, students are required to submit a full-application for transcript notation consideration of activities based on six categories: Artistry, Career Related Work Experiences, Experiential Learning, Leadership, Service-Learning, and Undergraduate Research.

Programs such as SEF may be eligible for Engage PLUS notation. Students can learn more about how to apply by visiting http://niu.edu/plus/engage-plus.

**Huskie Commons**
Huskie Commons is Northern Illinois University's institutional repository. Institutional repositories collect, preserve, and disseminate the intellectual output of a university in digital form via the web. At present, Huskie Commons includes an assortment of materials from scholars within the Northern Illinois University Community. More information on Huskie Commons can be found online at http://commons.lib.niu.edu/.
Library Resources

In order to write your research proposal, you will need to find published research articles that provide background on your topic. The Founders Memorial Library offers a variety of research resources. Some of these resources include: the NIU online catalog, interlibrary loan, requesting services (NIUILLiad), scholarly article databases, and subject specialists.

- The NIU online catalog is used to quickly find appropriate books, magazines, articles, etc on the inputted information. For example, if your research topic is on groundwater contamination caused by agricultural pollution, you could go to the library catalog (http://vufind.carli.illinois.edu/vf-niu/) and type in “groundwater contamination” into the search field. The online catalog then searches for relevant materials based on the search parameters.

- Interlibrary loan is used when you would like to check out a book, magazine, or other source, but is not found at the NIU library. You must then file an NIU ILLiad request (https://niu.illiad.oclc.org/illiad/JNA/logon.html). Make sure to have all pertinent information about the source that you are requesting. Once your request has been processed, the library staff will email you when your request has been filled.

- The library also has article databases that contain articles that have been published in various scholarly journals and other sources. Log onto http://libguides.niu.edu/find to search for articles by subject. Then search for your specific topic through the search field.

- Subject specialists are extremely important because they understand the fundamentals for their given subject and are able to assist you in finding appropriate research material for your proposal.

If you have any questions, there is help online through the “Ask-A-Librarian” chat window or contact your subject specialist.
Appendix A

**STUDENT ENGAGEMENT FUND**
**SEF FINAL REPORT COVER SHEET**

**Please Note:** If more than one individual worked on this project, each SEF student will need to submit a separate cover sheet.

<table>
<thead>
<tr>
<th><strong>Student Information:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
<td></td>
</tr>
<tr>
<td>Name of Student:</td>
<td></td>
</tr>
<tr>
<td>Major:</td>
<td></td>
</tr>
<tr>
<td>Minor:</td>
<td></td>
</tr>
<tr>
<td>Z-ID:</td>
<td></td>
</tr>
<tr>
<td>Current Address:</td>
<td></td>
</tr>
<tr>
<td>Preferred Phone #:</td>
<td></td>
</tr>
<tr>
<td>Preferred Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Faculty Supervisor Information:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Faculty Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Faculty Department:</td>
<td></td>
</tr>
<tr>
<td>Faculty Phone:</td>
<td></td>
</tr>
<tr>
<td>Faculty Email:</td>
<td></td>
</tr>
</tbody>
</table>

Student Signature: ___________________________ Date: ____________

Mentor Signature: ___________________________ Date: ____________
Please Note: Progress reports must be submitted via email at ugresearch@niu.edu. The student will be responsible for copying their Faculty Mentor on the progress report submission.

Student Information:

<table>
<thead>
<tr>
<th>Time Period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Logged:</td>
</tr>
<tr>
<td>Name of Student:</td>
</tr>
<tr>
<td>Faculty Mentor:</td>
</tr>
<tr>
<td>Project Title:</td>
</tr>
</tbody>
</table>

Progress Report Questions:

1. Tasks completed during this time 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?