Intro Questions

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.

Please note that only CLAS Faculty can apply for funding during the fall application cycle. Students can apply during the summer cycle.

The application deadline for fall 2018 is April 22, 2018.

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)
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 an NIU Faculty-led Study Abroad/Away Program/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.

NIU Faculty-led Study Abroad/Away Program/Field School (domestic or abroad): Only students may apply this semester. Funding can cover expenses incurred by the students participating in a study abroad or field school program. Only College of Liberal Arts and Science (CLAS) students are eligible to apply for funding in this category for the spring application cycle. Extremely 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.

Faculty Contact Info

Contact Information - Faculty Application
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

Student Contact Info

Contact Information - Student Application

First Name
Last Name
ZID
NIU Email
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?

Research/Artistry/Community Based Research Project Information

Research, Artistry, or Community Based Research Project Information

You will now be directed to the application questions regarding research, artistry, and community based research projects. These projects cover the following:

- **Mentored student research projects:** Funding for undergraduate research projects initiated by students or faculty to cover a student’s compensation (paid assistantship position) 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 to cover a student’s compensation (paid assistantship position) and research related expenses for equipment, software, travel, etc.
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/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.

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.

If you are working with a nonprofit community or agency, please include their information below. Examples of these types of organizations include community based nonprofits, FermiLab, Argonne National Laboratory, or other similar organizations.

Name of Agency
Agency Website

Impact
Explain the significance of your project as it contributes to the advancement of learning in your field (i.e. the big picture)
**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: Action Steps/Process**
Describe in clear and understandable terms your general plan of work in order to fulfill your stated objectives.

**Methodology: Expected Results**
What are your expected results or the expected range of results for your proposed project?
**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.

**Student Academic Experience**
Indicate how the proposed experience is expected to enhance your or your student's academic experience and future career.
Does this project tie into a specific course?

- Yes (List course below)
- No

Are you applying for compensation, reimbursement, or both?

- Compensation
- Reimbursement

Travel to Conferences

Travel to Conferences or Competitions

You will now be directed to the application questions regarding travel to conferences or competitions. This covers the following:

- **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. (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 is encouraged to apply for funding on behalf of students to be used for group travel expenses and student expenses for conferences and competitions.)

Conference Information

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<thead>
<tr>
<th>Sponsoring Agency</th>
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<tbody>
<tr>
<td>Conference Title</td>
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<tr>
<td>Conference Website</td>
<td></td>
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<tr>
<td>Conference Location (city, state)</td>
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<td>Conference Start Date (Month/Day/Year)</td>
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<tr>
<td>Conference End Date (Month/Day/Year)</td>
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If this is a professional meeting, is it:

State
Regional
National
International

What would be the student's role in the conference?

Presenter
Organizer
Participant
Volunteer

Presentation Title:

Describe what you want to achieve from this experience?

Will student be employed at NIU at time of travel?

Yes
No
Study Abroad

NIU Faculty-led Study Abroad/Away Programs and Field Schools

You will now be directed to the application questions regarding study abroad/away programs. This covers the following:

- **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 program. (All College of Liberal Arts and Science (CLAS) undergraduate students are eligible to apply for funding in this category. Extremely limited funding is available for non-CLAS applicants.)

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:
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.

For already subsidized study abroad programs, how will additional funding further enhance the study abroad experience?
Program/Trip/Project Information

Title of program/trip/project: 

Destination (include address): 

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

End date of trip (Month/Day/Year):
Anticipated project completion date (Month/Day/Year):

Additional Documents

Please submit all materials as PDFs.

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 reimbursement, compensation, funding for conference travel/study abroad, 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
- Compensation applicants- describe the amount of hours you plan to engage in research per week
- 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, and data storage.
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 (e.g. copying, mailing surveys, etc.)

**NOTE:** For Travel and Study Abroad/Away applications, the budget **MUST** include: mileage, airfare, hotel/lodging, registration fees, per diem costs, and any miscellaneous

Upload a detailed timeline of your proposed project.

Download and submit the Student Faculty Contract, available here: [SEF 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, 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.