Student Engagement Fund Orientation
Agenda

• Initial project requirements
• Funding
• Program Expectations
• Additional Information
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 reimbursement for **faculty-mentored** research/artistry and community-based projects.
Participant Eligibility

• Student must be in **good academic standing**
• Student must be a **full time student** to receive funding
  – *Enrolled as full time (12 credit hours)*
  – Student must be an **undergraduate**
Initial Project Requirements

- Institutional Review Board (IRB) information to OSEEL
  - IRB required for any project utilizing human or animal subjects
- Student/Faculty contract was due this past Friday, January 31st.
- Lab Safety Orientation- New requirement for all students who will be working in a lab setting or with animals.
  - Separate email with instructions will be sent to all those who need to participate.
Funding
Student Compensation

• Funds are disbursed monthly as an Academic Award through the Financial Aid Office as a direct deposit or in the form of a check.
  • Pay dates are the 15th of each month
• Direct deposit form available online at http://go.niu.edu/DirectDeposit
  – If you already have direct deposit setup with the Bursars for scholarship and student loan refunds, be sure you have the correct account information on file. Contact Bursar: Student Accounts department to see what account is on file
  – Direct Deposit as an NIU employee is not the same. You will still need to setup this feature through the Bursars office.
• Contact Debra Rempfer (drempfer@niu.edu) with questions about payments
Student Compensation cont.

• Student Cost of Attendance
  – *If you receive aid in excess of the cost of attendance, you may not be eligible to receive SEF compensation or project supply funds.*
Student Purchases

Student Approved Purchase and Travel Funds

Will be sent as a one time academic scholarship through MyScholarships. Once the scholarship is accepted through the MyScholarships system, the funds will go directly to the students bursar’s account.

- Student may need to complete the post-acceptance (thank-you) before it can be processed as a refund on their account.
Student Purchases

• At the end of the project, students receiving funds for project supplies or travel need to **provide all original receipts**. All purchases that are not accounted for through receipts will be charged to the students Bursar account as a fee.

• **ONLY APPROVED PURCHASES ON YOUR DECISION LETTER WILL BE ACCEPTED**
Departmental Purchases

• **CLAS Faculty:** Will be bought directly (or journal/budget transfer) through CLAS if the expense has been approved as a departmental purchase
  – Contact Ellen Hamrick (ehamrick@niu.edu) for information regarding departmental purchases

• **Non-CLAS Faculty:** Submit your purchase request through OSEEL’s [online form](mailto:online.form) to make any departmental purchases
  – Chemicals
  – Equipment

*Items approved as Departmental Purchases must be purchased two weeks before the last Friday of the semester that funds are awarded.*
SEF Expectations
Progress Reports

• All students receiving funds for project supplies or student stipend are required to submit progress reports to ugresearch@niu.edu documenting progress for the project on the 1st and the 16th of each month
  – Student must copy faculty mentor onto email
  – Faculty mentor is required to look over report but only needs to contact OSEEL if the information on the progress report is incorrect

• Participation in the program will be up for review if a student fails to turn in two progress reports consecutively without explanation to SEF team

• Students receiving travel/study abroad funds only do not need to complete progress reports
Appendix B

STUDENT ENGAGEMENT FUND
Progress Report Template

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?
Time Commitment

• The Faculty Mentor and student are responsible for constructing a schedule that will allow them to complete their project in a timely manner.
  – We suggest 8-10 hours/week

• Schedules will vary according to the work that needs to be completed.

• It is important that the faculty mentor and student regularly communicate with one another about schedules and expectations.
Student Expectations

- Complete an **exit interview** with your faculty mentor. During the exit interview, discuss your performance and the overall success of the project.
- All students receiving funding from SEF are **required** to complete a **final narrative report and cover sheet** for the project outlining what they gained from the experience.
  - Information outlining the final report is located in the SEF handbook
- Project Supply/Travel Students: Required to turn in a **final expense report** at the end of the semester with **original receipts** detailing how the expense money was spent.
- Reports due to **ugresearch@niu.edu** or Altgeld 100
Student Expectations Continued..

- Students are encouraged to include pictures of their project to document his/her experience with the final report.
- Complete the program evaluation survey that will be sent out electronically at the end of program term.
- Students receiving funding through SEF are strongly encouraged to present at the annual Undergraduate Research and Artistry Day held in April.
Final Report Guidelines

• Include *signed* cover sheet

• **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 discussion of the *impact* that SEF had on your academic experience
# 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>Student Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Title:</strong></td>
</tr>
<tr>
<td><strong>Name of Student:</strong></td>
</tr>
<tr>
<td><strong>Major:</strong></td>
</tr>
<tr>
<td><strong>Minor:</strong></td>
</tr>
<tr>
<td><strong>Z-ID:</strong></td>
</tr>
<tr>
<td><strong>Current Address:</strong></td>
</tr>
<tr>
<td><strong>Preferred Phone #:</strong></td>
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<tr>
<td><strong>Preferred Email Address:</strong></td>
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<table>
<thead>
<tr>
<th>Faculty Supervisor Information:</th>
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</thead>
<tbody>
<tr>
<td><strong>Name of Faculty Supervisor:</strong></td>
</tr>
<tr>
<td><strong>Faculty Department:</strong></td>
</tr>
<tr>
<td><strong>Faculty Phone:</strong></td>
</tr>
<tr>
<td><strong>Faculty Email:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentor Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date:</strong></td>
</tr>
</tbody>
</table>
Final Expense Report

Northern Illinois University
Office of Student Engagement & Experiential Learning & College of Liberal Arts and Sciences

Student Engagement Fund
Altgeld Hall 100
815-753-8154

Expenses Statement
NIU Reimbursement amount: $500

<table>
<thead>
<tr>
<th>Description</th>
<th>Accom</th>
<th>Transport</th>
<th>Fuel</th>
<th>Meals</th>
<th>Supplies</th>
<th>Equip</th>
<th>Misc</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Fee (email receipt)</td>
<td>$250</td>
<td></td>
<td></td>
<td>$120</td>
<td></td>
<td></td>
<td></td>
<td>$250</td>
</tr>
<tr>
<td>Meals (5 receipts)</td>
<td></td>
<td>$130.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$130.00</td>
</tr>
<tr>
<td>Transportation to and from conference</td>
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<td></td>
<td></td>
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<td>$0.00</td>
<td>$250.00</td>
<td>$500.00</td>
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</table>

Total Spent: $500.00

NIU Reimbursement Amount: $500.00

Amount Not used (this will be charged back to your bursar account): $0.00
Faculty Mentor Expectations

- Assess and review the stated **learning outcomes** of your project to ensure successful engaged learning experience for students.
  - Review progress reports and provide the student feedback
- Provide learning resources and necessary tools for the project
- Attend major presentations that the student makes on the NIU campus regarding your project (i.e. URAD/CES)
- Work with Ellen Hamrick in CLAS or Patty Lee in OSEEL to make departmental purchases
- Notify the SEF team as needed of student progress, performance, change of project focus, or any problems in the mentoring relationship
- Complete an **exit interview** with your student. During the exit interview, discuss the student’s performance and the overall success of the project.
• **Undergraduate Research and Artistry Day:**

Annual showcase and celebration of the outstanding research projects that undergraduate students have participated in throughout the year.
Additional Resources

- SEF Student Handbook
- Progress Report Template
- FAQ Page
- UG Research Share Point

GA office Hours: 1st and 3rd Thursday each month from 11Am-1PM or by appointment (email- sagarwal1@niu.edu)
Resources

Main Contact:
www.oseel.niu.edu
815-753-8154
ugresearch@niu.edu

Staff Contacts:
Destiny McDonald
Associate Director, OSEEL
dmcdonald@niu.edu

Saudamini Agarwal
Graduate Assistant for Undergraduate Research Programs, OSEEL
sagarwal1@niu.edu
Questions?