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.

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
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 __________________________________________________________

Contact Information - Student Application

- First Name _______________________________________________________
- Last Name ______________________________________________________
- ZID _____________________________________________________________
- NIU Email _______________________________________________________
- Major __________________________________________________________
- Additional Email ________________________________________________
- Faculty Mentor Name _____________________________________________
- Faculty Mentor 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?

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
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
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
What is your ethnicity?

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

Are you a first generation college student?

- Yes
- No

Are you an international student?

- Yes
- No
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

- Sponsoring Agency ____________________________________________________

- Conference Title ____________________________________________________

- Conference Website __________________________________________________

- Conference Location (city, state) _________________________________________

- Conference Start Date (Month/Day/Year) ________________________________

- Conference End Date (Month/Day/Year) _________________________________

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

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

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.