

Hunter College
2014 Undergraduate Research Fellowships
Request for Proposals

Introduction

We are very pleased to announce that during the spring 2014 semester we will once again fund Hunter College Undergraduate Research Fellowships. Based on the last two years of this successful program, the initiative will continue to provide opportunities for undergraduate students to conduct research alongside Hunter College's outstanding faculty. This document contains details and information about applying for these fellowships. For additional information, please visit the Undergraduate Research Initiative's website at www.hunter.cuny.edu/ugresearch or send an email to ugresearch@hunter.cuny.edu.

Why Undergraduate Research Fellowships?

As faculty, you know all too well that classroom teaching is only part of what your students need to succeed. Mentoring outside the classroom – especially mentoring provided as part of a collaboration to examine, create and share new knowledge or creative works – can be critical in helping our undergraduate students develop the skills and knowledge they need to succeed in college and beyond. You also know that research experiences and one-on-one support and mentoring from outstanding faculty can have a transformative effect on students' professional and personal lives. It can awaken a passion for research that students did not know they possessed, and it can help students who did not think they could “do” research to recognize that they can not only do it - they can do it well enough to consider pursuing it as a career. In addition, there is strong evidence that undergraduate students who participate in scholarly research and creative activity outside of formal classroom settings are more engaged in their college studies, more likely to graduate, and more successful in applying for, and gaining entrance into, graduate school.

Fellowship Information

For the spring 2014 semester, we are offering fellowships that require a time commitment from the faculty mentor and student of 6 to 10 hours per week, for 10 to 12 weeks. At the time of application, faculty will be asked to specify the number of hours per week (between 6 and 10 hours) **and** the number of weeks during the semester (between 10 and 12 weeks) during which the student will participate in the fellowship.

All fellowships should culminate in a final product (e.g., original art, poster, contribution to a manuscript) to be determined by the faculty mentor and student fellow. ***Students who receive 2014 fellowships are strongly encouraged to present their final projects at the 2015 Hunter College Undergraduate Research Conference. Information about submissions for the conference will be posted in fall 2014 on the conference website, <http://www.hunter.cuny.edu/ugresearch/conference>.***

During the fellowship period, faculty mentors and students should also consider spending some of their time together discussing the student's graduate school or career preparation issues.

*Student Commitment and Compensation**

- Between 6 and 10 hours of research per week, depending on the number agreed upon at the time of application for the fellowship
- \$10 per hour
- 10-12 weeks, depending on the number agreed upon at the time of application for the fellowship

*Faculty Stipend***

- One-time \$750 stipend

* Students will be paid bimonthly for their hourly work as College Assistants.

** Faculty will be paid as Non-teaching Adjuncts in June 2014.

Please see the “**2014 Fellowship Timeline**” below for details regarding the stipend enrollment and payment process.

Eligibility Information

Faculty Eligibility

All full-time faculty, including lecturers, are eligible to apply for an Undergraduate Research Fellowship.

Returning applicants: Faculty members whose students received fellowships in previous years are eligible to apply. Faculty members who are re-applying may apply to work with the same student or a new student. Being previously awarded a fellowship does not guarantee a continued fellowship and if funding is limited, priority will be given to faculty and students who have not previously been funded through this initiative. Applications from returning faculty will require justification for the need for additional funding, and, if applicable, explain the need to work with the same student again.

Student Eligibility

Students must be full-time students (enrolled for 12 or more credits) to be considered for a fellowship.

Faculty should choose students for an Undergraduate Research Fellowship based on the requirements of their research. You may want to consider the following criteria, which have been used by a number of other successful undergraduate research programs:

- GPA of 2.8 or above
- Junior or Senior status
- Declared major in the faculty mentor’s discipline or a closely related area

Additional information

- Only one fellowship per student will be awarded.
- Students must be undergraduate students who are enrolled and taking courses at Hunter College during the spring 2014 semester.
- Only full-time students are eligible.
- International students are eligible to participate *if* they already possess an on-campus work certification and a social security number.

2014 Fellowship Timeline

September 5 th , 2013	Request for Proposals Announced
October 18 th , 2013	Applications due to the Provost Office
November 8 th , 2013	Faculty are notified of decision
November 15 th , 2013	Faculty acceptance letters are due
November 15 th , 2013	Students are notified and sent hiring paperwork
December 6 th , 2013	Deadline for students to turn in their hiring paperwork
December 7 th , 2013	Human Resources processes hiring paperwork*
January 27 th , 2014	Hunter College Spring 2014 courses begin
February 3 rd – April 25 th , 2014	12 weeks of fellowship
June 1 st – June 30 th , 2014	Faculty receive their stipend

* This is an estimation of processing time and may vary due to the workload in the Office of Human Resources. The sooner hiring paperwork is completely submitted, the more quickly Human Resources can

process the information. Students will receive their first paycheck within approximately two pay periods (4 weeks) *after* the fellowship start date.

Process by which Students receive their Stipends

Students who receive Undergraduate Research Fellowships are hired by the Office of the Provost at Hunter College as College Assistants. They will be required to complete official Hunter College new hire paperwork. What follows is a description of the materials students will be required to bring to Human Resources to be photocopied and the paperwork they will need to submit to Human Resources. If awarded a fellowship, we ask that faculty explain to their students that completing and submitting this paperwork is a requirement of the fellowship and delays in completion of the hiring process will result in delayment of payments.

Student Hiring Requirements*

- Human Resources Hiring packet**
- Notice of Conviction form**
- 1-9 verification documentation for Employment Eligibility Verification (e.g., passport; information on acceptable documents in the Hiring packet)
- Bursar's receipt (obtained from the Hunter College Bursar's Office)

*Detailed instructions regarding hiring will be emailed to students

**Will be emailed to students

**Hunter College
Spring 2014 Undergraduate Research Fellowship
Proposal Form**

To submit a proposal for an Undergraduate Research Fellowship, please complete this proposal form and **return it via email to ugresearch@hunter.cuny.edu by October 18th, 2013.**

If you have any questions, please do not hesitate to call the Dr. Rachel Verni, Director of Undergraduate Research, at 212-650-3181.

Faculty Mentor Information

Name: _____

Rank (e.g., lecturer, assistant professor): _____

Tenured (check one): YES _____ NO _____

Email address: _____

Department/Program: _____

Office Phone: _____

Office Room #: _____

Have you had an Undergraduate Research Fellowship previously?:

(Check one): YES _____ NO _____

If so, what semester and year?: _____

Project Information

Title of Project: _____

Please attach a brief (2-3 paragraphs) description of the research project. The description should include the content, goals, and anticipated outcomes of the project, including the student's anticipated final product.

Faculty who previously received funding through this initiative should include an additional paragraph indicating the names of the previous project and student; a brief description of the student's final project; and a justification for the need for additional funding, and, if applicable, the need to work with the same student again.

Student Information

Name: _____

Email address: _____

Student phone number (required): _____

Major (If declared): _____

Expected Date of Graduation: _____

Check here to confirm that the student will be enrolled at Hunter full-time in spring 2014 _____

Has this student had an Undergraduate Research Fellowship previously?

(Check one): YES _____ NO _____

If so, what semester and year?: _____

International student (Check one): YES _____ NO _____

If an international student, does the student have on-campus work certification?

(Check one): YES _____ NO _____

If an international student, does the student have a social security number?

(Check one): YES _____ NO _____

If an international student, does the student have proof of residency?

(Check one): YES _____ NO _____

Do you already have any other, additional funding to support this student?

(Check one): YES _____ NO _____

For what amount?: _____

Is the student currently or has the student previously been employed by Hunter College in any

capacity within the last 12 months? (Check one): YES _____ NO _____

How many hours per week will the student work (between 6 and 10 hours)?

(Circle one): 6 7 8 9 10

How many weeks during the semester will the student work (between 10 and 12)?

(Circle one): 10 11 12