



Office of Student Research

Eligibility, Application Information, and Expectations for Research and Scholarship Fellowships

Eligibility Requirements

- Applicants should possess a 2.8 GPA and above.
- First-year and Transfer students are encouraged to apply for Early Research and Scholarship Fellowships during their second semester at Roosevelt, under special circumstances the selection committee will consider proposals submitted during their first semester.
- Juniors and Seniors are encouraged to apply for Advanced Research and Scholarship Fellowships at any point. Seniors may apply for research fellows for the spring semester, provided they are enrolled in the spring semester during which they plan to complete their research prior to graduation.
- A few Advanced Research and Scholarship Fellowships are open to graduate students early in the graduate career. Such fellowships are not intended to fund thesis or dissertation research. Graduate students receiving Graduate Assistantships are not eligible.
- While most applicants will undoubtedly submit research proposals in their field of study, interdisciplinary proposals are acceptable, as long as the student is deemed qualified to carry out all the project's components—or is part of a collaborative group whose members collectively possess the expertise necessary for the successful completion of the project.
- Applicants must be enrolled as a Roosevelt student throughout the period of the award.
- It is preferred that applicants secure a full-time Roosevelt faculty member's written agreement to serve as mentor for the project prior to submitting a proposal. Faculty will need to provide a letter of support and agree to offer guidance and direction to the student over the course of the project.
- Research conducted through the University must be carried out in keeping with ethical norms and federal regulations. Proposed research involving the use of human subjects requires approval from Roosevelt University's Institutional Review Board (IRB). Please contact RU's IRB Administrator, Deidra Somerville at dsomerville@roosevelt.edu. Funds will not be dispersed until IRB approval is received or an IRB determination of exemption is made.

Award Cycle

For the 2018-2019, students and mentors will be notified of awards prior to the beginning of Spring semester (in late November).

Deadline

November 15, 2018. Applicants can apply for funding for Spring 2018.

Selection Criteria

- Award selection is competitive and based on the overall quality, creativity, and feasibility of the project; the faculty mentor's letter of support; and the student's academic record.
- Although awards are typically granted on an individual basis, several students may apply for joint funding (e.g., particularly appropriate for interdisciplinary projects) provided that each group member's role and contribution to the overall project is spelled out.
- Students are eligible to receive one award for each academic year at Roosevelt. However, awardees of Early Research and Scholarship Fellowships may apply for Advanced Early Research and Scholarship Fellowships related to the same or a new project in different academic years.
- Students receiving research funding from other sources (e.g., McNair, Honors) can apply for Research and Scholarship Fellowships, however, students without previous funding will be given priority. Students must note in their budget if they are receiving funding from other sources.
- Funding provided through the various types of awards may be used for a variety of expenses. Students can elect to have most of the award go to a stipend, to allow time to work on the project. Students can split the funding between a stipend and other expenses needed for the project. Applicants should work with their mentor and OSR staff on creating a realistic budget.
- These awards are not intended to fund conference travel. Students seeking funding to present completed scholarship at local, regional, or national professional meetings should instead apply to the [Research and Scholarship Conference Travel Fund](#).

Application process

The application consists of three components: an **online application**, PDFs of a **narrative proposal (see elements below)**, and a **statement of support** from a faculty mentor. Each component is described in detail below and will be completed separately. All elements of the application will be submitted through an online application on the OSR page.

The Online Application Form

This section will contain:

- Title of project.
- Name(s) of the student applicant(s)
- Basic information on the student (e.g., major, Student ID, contact information)
- Expected Graduation Date
- Amount of funding requested.
- Faculty mentor's name, email address and department.
- Brief project summary that details for a general audience the purpose, significance, methods, and anticipated outcomes, including dissemination, of your research or creative endeavor.

You **do not have to include this information or a cover page in the project proposal** – we collect all of this information in the ONLINE APPLICATION.

The Narrative Project Proposal (2-3 pages)

The proposal should be both concise and intelligible to an audience of individuals within and outside the student's discipline (i.e., write for a broad audience who may not specialize in your field of study). The page limit for this section is 2-3 pages. The proposal must contain the following elements:

Title

Purpose and Outcomes – This section must contain:

- A brief, specific statement of the question, problem or creative endeavor that the student seeks to explore.
- Any relevant background information, with proper citations, to contextualize the project within the student's disciplinary field(s).
- A brief summary of objectives for the proposed research or creative endeavor.
- A list of expected outcomes from the proposed research or creative endeavor.

Significance and Originality – This section should contain:

- A clear and concise statement of why the project is important (e.g., within the field of study).
- Address how the project is expected to contribute to the generation of new information, scholarship, knowledge, or creative work.

Methods and Project Design – This section should contain:

- A specific description of the research or creative methods being applied in the project.
- An assessment of resources required for project planning and implementation.
- A discussion of any potential project challenges.
- An assessment of whether the project involves human subjects or personal data. Discussion of steps being taken to obtain Institutional Review Board's approval, waiver, or anticipated approval. (IRB approval must occur before project begins.)

Timetable

Prepare a detailed, week-by-week timetable outlining the specific steps and duration of your proposed course of action for carrying the project to completion. Please note when your project begins and concludes. All projects must be carried out during the term for which the applicant is applying. While projects may continue beyond the award term, applicants should describe the portion that can be completed during the award duration.

Dissemination

This section should describe your plan for sharing the results of the project, including a list of potential venues in which the student will seek to share her/his work — both within and outside Roosevelt (e.g., Annual Research Day, [Chicago Area Undergraduate Research Symposium](#), a discipline-specific conference, a scholarly or specialized publication, etc.).

Additional Budget Request

Students awarded a Research and Scholarship Fellowship will receive a stipend. The stipend is intended to provide the student adequate time to complete the project.

- Students and mentors can apply separately for up to \$300-400 in a research budget. The research budget is not awarded in a lump sum. Students and mentors must submit a [budget request form](#) to osr@roosevelt.edu that includes whatever documentation is required. If the budget request is approved, the student and mentor must work with OSR staff on purchasing items.

Faculty Mentorship

Students must arrange to have their faculty mentor submit a statement of support by the proposal deadline, indicating their evaluation on the merit and feasibility of the project as well as their willingness to mentor and guide the student(s) during the duration of the project. The online application system will prompt you to enter your faculty mentor's contact details and solicit a letter from them. Students should do this sufficiently far in advance of the deadline to allow your mentor time to submit the letter.

Award Dispersal

Successful applicants receive their awards in three installments. One-third is awarded at the beginning of the project, one-third midway through and after receipt of progress report, and one-third based on completion of project and presentation at the Annual Research Day symposium.

Expectations

Students receiving Research and Scholarship Fellowships and their mentors are responsible for developing mutual expectations together. Students and mentors should work on this in the application process and through the OSR [Learning Agreement](#). It is important that students and mentors are clear about what the expected outcomes are, the role each plays in this process, and the best way to communicate.

Research and Scholarship activities require a time commitment. The stipend that is provided to the student is intended to free up time to intensive work on their projects. Mentors and students

should work on a timeline and agree to regularly meet to assess progress. While students are not required to turn in hours, the typical expectation during the academic year is between 8-10 hours per week over the course of the semester. Ultimately, the time commitment varies and is ultimately up to the [Learning Agreement](#) between the student and mentor.

Students receiving fellowships are required to participate in two workshops or online modules in the Research Academy over the course of the term or academic year (students are welcome to participate in as many as they want). These workshops or modules are meant to bolster research and presentation skills. The OSR will schedule these throughout the term, giving students several opportunities to participate.

The capstone of the Research and Scholarship Fellowship is the Annual Research Day. All fellowship recipients are expected to share their research or scholarly activity either in an oral presentation, poster presentation, or disciplinary-specific demonstration. OSR encourages fellowship recipients to present their work at other conferences. Students should work with their mentors for feedback and recommendations. Students can apply for funding for conference presentations by filling out the [Research and Scholarship Travel Fund form](#).