Provost Fellowship for Undergraduate Research: Application Instructions

Eligibility: The Provost Fellowship is designed for undergraduate students who are interested in either establishing an individual project with faculty mentor oversight or working with a faculty member on their ongoing research as a research assistant. The program is open to students from all academic disciplines, colleges, and schools. Students in the humanities and the professional schools are especially encouraged to apply. Students in the hard sciences are only eligible for a summer fellowship; for an academic-year fellowship, they should apply for a different opportunity, such as the Mulcahy Scholars Program. Students need to have a faculty mentor *before* applying.

Program Details: The Provost Fellowship has two sessions, the academic year and an intensive summer program. Academic year projects must span both semesters. Research during the summer session should begin shortly after spring semester and continue throughout the entire summer. Fellows from both sessions will present their findings in a poster session at the Undergraduate Research Symposium, held each spring semester.

Applications should be submitted using the online application system, found on the LUROP website. (www.luc.edu/lurop). Applications for summer and academic-year projects are due **March 1**. Students will learn of their acceptance into the program by the end of April.

Details for what is included in the online application:
1. An **abstract** of no more than 150 words. Please write this abstract for a lay audience— that is, it should be understandable by educated audiences outside of your field.
2. A 2-3 page (single-spaced, 12-point font) proposed **Project Description** *written by the student* which provides, as appropriate, the research question, background to the problem, goals and objectives, methods, and brief discussion about expected outcomes and impact. Please also include a timeline and a description of faculty and student roles. Tables or images can be included within the page limit. The description will be uploaded either as a Word or pdf doc. In the proposal, please indicate the type of project:
   a. Independent research project
   b. Faculty research assistant
   c. Other _____ please specify
3. **Brief List of Literature Cited** or a **Bibliography**.
4. **Proposed Budget** listing the amount of money necessary to complete your project and a brief justification explaining the expenses (not to exceed $1,000).
5. The faculty mentor will receive an email requesting that he or she upload a 1-2 page recommendation letter that details, support for the student (inc. description of any previous work with student) and explains the **student's roles and responsibilities and plans for oversight and mentoring**.
6. If your project includes using animals or human subjects, please provide documentation with approval (or pending approval) from the Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) in the optional uploads section. It is the faculty mentor's responsibility to obtain compliance approval from the appropriate committee before the project begins.

Evaluation: A group of faculty from various disciplines and program directors evaluate each submitted proposal. Applications are reviewed based on the following criteria:

- Project Description, inc. Lit Cited: Descriptions should: synthesize in-depth information from relevant sources; clearly present a research question; provides background, goals and possible impact of the research program or question. Effectively articulate student and faculty roles and expectations.
- Budget: The budget and justification should clearly outline how the budget will be utilized and why they are necessary. Cost estimates for each budget line should be included.
- Faculty Letter: The mentor's letter should cite specific examples of past interactions or collaborations with the student and explain student's potential for success. Student and faculty roles should be described, as well as a project timeline.