



2013-2014
**Undergraduate
Research Symposium**



PARTICIPANT GUIDELINES

ICFNJ Undergraduate Research Symposium

Generously Funded by



THE COUNCIL OF
INDEPENDENT COLLEGES

ELIGIBILITY:

The applying student(s) must be enrolled full-time as a freshman, sophomore or junior pursuing a first undergraduate degree at the time of application. Only students enrolled at ICFNJ member institutions are eligible to apply. All academic majors are encouraged to submit a proposal.

The applicant(s) must be cable of **completing all research work by December 10th** and presenting their research finding at the ICFNJ Research Symposium to be scheduled in the first quarter of the following year (exact date and location to be announced.).

The Academic Dean at the institution of enrollment for the student(s) must approve the proposal.

QUALIFYING ACTIVITY:

All proposals must be prepared and written by the student(s) with faculty oversight.

Research must be conducted by the student(s) with faculty guidance and responsibility for the work.

Should any proposal submitted to ICFNJ required funds from other grant programs, the dependency should be noted as part of the original proposal. If the proposal is selected for funding by ICFNJ Selection Committee, the other required grants must be approved prior to the time of the ICFNJ award. If the funding has not been received, the proposal will be considered invalid. Seeking additional funding from other sources after a proposal has been selected and fully funded by ICFNJ requires approval.

Grant proposals should be typed and professional in appearance. Packets should be **submitted no later than June 10, 2013** to ICFNJ, 797 Springfield Avenue, Summit, NJ 07901, Attn: Research Symposium Review Committee or via email, luhrig@njcolleges.org.

PROPOSAL CONTENTS:

The proposal includes 7 specific components. An application will be considered incomplete if any element is not included. Incomplete applications will not be considered.

Application:

1. Application Form to be completed by student(s)
2. Student Activity and Responsibility Form to be completed by student(s)



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Letters of Recommendation and Qualification:

3. A completed letter of recommendation form (a separate form is required for each student)
4. Faculty Member Endorsement & Qualifications Form. Letters of support from other off-site or non-faculty key personnel must also be included.

Project Description:

5. Proposal Abstract (*not to exceed 200 words*)
6. Narrative of proposed project (*not to exceed four pages*) must include each of the following:
 - a. Rationale for proposed research
 - b. Relevant background literature
 - c. Research procedures to be employed
 - d. Specific means of evaluation of findings
 - e. Significance of the potential findings
 - f. Minimum of three primary literature sources, but no more than six references

In preparing the Narrative, the writer should assume the reader has little background in the specific research topic avoiding the use of professional or technical jargon to the extent possible. Explain the rationale for the proposed research clearly and explicitly. Each grant request should demonstrate a specific focus and any evidence of preliminary work should be included to ensure that the research and its timetable are feasible.

Budget:

7. Itemized Budget (preparation guidelines are provided separately)

The proposal should include an itemized budget. Each budget item requires justification. Faculty stipends are not allowed. At the discretion of the ICFNJ Research Review Committee, budget item maximums may be imposed on certain expenses.

REVIEW & SELECTION:

Proposals will be evaluated by a panel consisting of, but not limited to, inter-institutional faculty and professional staff, ICFNJ Business Trustees and professional staff. To ensure a level of conformity to the program goals, eligible proposals will be evaluated on the following criteria:

- Research Merit
- Educational Benefit
- Appropriateness of the Proposed Method or Approach
- Capability of Applicant and/or Faculty Sponsor to Conduct the Proposed Activity
- Appropriateness and Feasibility of the Proposed Budget

ICFNJ reserved the right to act to ensure broad participation by its member institutions.

The award notification will be sent to the President of the College or University with additional copies sent to the Academic Dean and faculty sponsor. All funds will be distributed to the President, or their assigned, for disbursement as required.



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SUMMARY OF FINDINGS:

Each student grant recipient will be required to **prepare and submit by January 10th, a one-page abstract** (summary) of their research findings. In addition, the student will be required to present research findings at the ICFNJ Research Symposium (date, time and location to be announced). *Sponsoring faculty members are required to attend the Symposium.*

The ICFNJ Research Symposium is designed to enhance the student's presentation skills and critical thinking. For oral presentations, the use of PowerPoint or comparable technology is encouraged. In lieu of an oral presentation, students will have an opportunity to present their work in a research poster discussion session. Research poster presenters will provide a two-minute oral summary at the outset of the poster session to all attendees and remain with the poster during the time allocated for poster presentations. Poster presentations will be permitted on a first-come, first-served basis and limited to a pre-determined number taking into consideration the total number of projects funded and presentations to be made at the Symposium. Poster template and guidelines will be provided as permission is granted.

RESEARCH SYMPOSIUM – SCHEDULE OF EVENTS:

May 3, 2013	Call issued for Research Proposals
June 10, 2013	Deadline for Proposal Submissions
July 1, 2013	Awards announced
July 2013	Funds issued to member institutions
September 10, 2013	Interim Report on Research Activities Due
October 31, 2013	Interim Report on Research Activities Due
December 10, 2013	Research concludes
January 10, 2014	Abstract of research findings due to ICFNJ
March 2014	Research Symposium – Date and location to be announced



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APPLICATION FORM

ICFNJ Undergraduate Research Symposium

PROJECT:

Title: _____

College: _____ Start Date: _____
Department: _____ End Date: _____

Indicate presentation preference for funded projects: ___Oral ___Poster ___No Preference

STUDENT INFORMATION:

Last Name: _____ First Name: _____ M.I.: _____

Student Address:

Home
Street _____
City _____
State _____ Zip _____
Phone _____
Email _____

Campus
Street _____
City _____
State _____ Zip _____
Cell _____
Email _____

Major: _____ Minor: _____

Class of: _____ Credits completed at time of application: _____ GPA: _____

Student Signature: _____ Date: _____

FACULTY SPONSOR:

Name: _____ Department: _____

Title: _____ Phone: _____ Ext.: _____

Email: _____

Faculty Signature: _____ Date: _____

DEPARTMENT DEAN:

Name: _____ Department: _____

Title: _____ Phone: _____ Ext.: _____

Email: _____

Signature: _____ Date: _____

Your signature indicates that the research undertaken in this project fully complies with your institutions policies and regulations.



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STUDENT RESPONSIBILITY FORM

ICFNJ Undergraduate Research Symposium

PROJECT:

Title: _____

College: _____

STUDENT INFORMATION:

Last Name: _____ First Name: _____ M.I.: _____

PLEASE RESPOND (approximately 500 characters per section):

- 1. What preparation have you made (or how would you describe your qualifications) to conduct the project?

- 2. What three learning outcomes/goals that you hope to achieve?

Student Signature: _____ Date: _____



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FACULTY ENDORSEMENT FORM

ICFNJ Undergraduate Research Symposium

PROJECT:

Title: _____

College: _____

STUDENT INFORMATION:

Last Name: _____ First Name: _____ M.I.: _____

PLEASE RESPOND (approximately 300 characters per section):

1. How will you document student hours spent on this project, work performed by the student(s), and report the information to ICFNJ?

2. How will you support the student(s)?

3. What learning outcomes/goals do you expect your research participant(s) to achieve?



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FACULTY ENDORSEMENT FORM

4. Please provide a brief outline of your background which will serve as a resource and support for the student(s).

FACULTY SPONSOR:

Faculty Signature: _____ Date: _____

Name: _____ Department: _____

Title: _____ College/University: _____

Telephone: _____ Email: _____



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PROJECT BUDGET

ICFNJ Undergraduate Research Symposium

PROJECT:

Title: _____

College: _____

STUDENT INFORMATION:

Last Name: _____ First Name: _____ M.I.: _____

BUDGET JUSTIFICATION (please provide a description of expense items):

Line Item	Description/Item Cost	Amount
Total Budget should equal sum of all budgetary lines.	Total not to exceed \$2,500.	\$
Equipment purchased with funds received through an ICFNJ grant becomes the property of the ICFNJ member institution and disposition will be at the discretion of the institution's Academic Dean. Funds may be requested for specialized hardware or software additions to existing technology.	_____ \$ _____ _____ \$ _____ _____ \$ _____ _____ \$ _____	\$
Supplies include general items required to conduct, record and report on project.	_____ \$ _____ _____ \$ _____ _____ \$ _____ _____ \$ _____ _____ \$ _____	\$
Travel includes mileage, airfare, meals and lodging. Travel costs for attendance at the ICFNJ Research Symposium or other professional conferences are not eligible expenses.	_____ \$ _____ _____ \$ _____ _____ \$ _____	\$
Student Stipend may be used for funding at a rate of \$9 per hour. Sponsoring faculty member(s) are responsible for providing justification for the estimated number of hours needed to complete the project and provide approximate dates for the span of time encompassing primary work involved in the project. <i>No student stipend will be paid for work resulting in academic credit.</i>	Stipend not to exceed \$1,500. _____ \$ _____ _____ \$ _____ _____ \$ _____	\$
Other Indicate all other costs involved with the project.	_____ \$ _____ _____ \$ _____ _____ \$ _____	\$