

# **The Kozloff Undergraduate Research Scholarships**

## **Proposal Guidelines**

### **Background**

The Kozloff Undergraduate Research Scholarship has been established by Jessica S. and Stephen R. Kozloff to encourage collaborative research between undergraduate students and a faculty mentor.

The relationship established between students and faculty who are engaged in collaborative research is extraordinarily beneficial. The student learns to model the highest level of professional conduct beginning with the critical review of a problem and ending with dissemination of novel concepts and solutions. This may involve hypothesis testing, inquiry, or performing or other creative activity.

### **Purpose**

The endowment offers a number of awards to capable students who have conceptualized and initiated a scholarly project under the direction of a faculty mentor. The awards are intended to support a capstone experience. For 2008-2009 two awards of \$1,000 each will be made in each college.

### **Eligibility**

Undergraduates who will conduct a research project (including activities in visual and creative arts) are eligible to apply for this award. An applicant must be enrolled as a regular undergraduate student at the times of application, award, and during the conduct of the project. An applicant must have sophomore, junior or senior standing at the time the research is conducted. Only one application is permitted per student in the annual competition. A student faculty pair may reapply in subsequent years.

### **Review Criteria**

Key elements in the review and awarding of funding are the extent of collaboration between student and faculty, the likelihood of achieving the goals, the significance of the project to the discipline, and the quality of the narrative, including dissemination of results. Each college may add additional review criteria on the project nature as long as it does not affect student eligibility. At least one award (amongst the eight given each year) must be for a project in the visual and creative arts. This award need not be in the College of Liberal Arts.

### **Administration**

The Office of Research and Sponsored Programs will distribute the call for proposals in early December. Proposals must be received in the Appropriate Dean's Office by 4:00 pm of the third Friday in February. For 2008-2009, the deadline will be February 15, 2008. A College Committee (identified by the dean) will review proposals for each college.

Deans' Council will review the proposed awards to assure that at least one award is for a project in the visual and creative arts before award recipients are announced. Should any college fail to make two awards for the year then the unused funds would be made available to the other colleges. The award of the unused funds would be adjudicated by the Deans' Council. The awards will be announced in early April.

The award will be made as a stipend paid directly to the student.

### **Proposal Format**

The proposal shall consist of a title page with abstract and a narrative no longer than three double spaced pages. The title page should follow the prescribed format and must be signed by the faculty mentor and the student. The application must be a joint application between the student and the faculty mentor. A description of how the project will be disseminated (undergraduate research day, conference, performance, etc.) must be included.

### **Project Dates**

Projects may begin on June 1 of the award year and must last no more than one year.

### **Reports**

A final project report should be submitted by the student (endorsed by the faculty mentor) to the appropriate dean's office by June 1 of the year following the award.

TITLE PAGE

**Kozloff Undergraduate Research Scholarship**

Date Submitted \_\_\_\_\_

Project Title:

Student Name:

Student Address:

Phone Number:

Major:

Faculty Mentor:

Project Beginning Date – June 1, 20\_\_ \_\_ Project Ending Date: \_\_\_\_\_

Expected Graduation Date:

Abstract (approx. 150 words in non-technical language):

Does this project require:  
Human Subjects Review \_\_\_\_

Lab Animals (IACUC) Review \_\_\_\_

\_\_\_\_\_  
Faculty Mentor

\_\_\_\_\_  
Student Researcher