

UNDERGRADUATE RESEARCH APPLICATION INSTRUCTIONS

COMPLETION OF THE FIRST SIX ITEMS IS REQUIRED OF ALL APPLICANTS

Students should complete the application and email the word document to their research advisor. The advisor will then add their statement of support for the project and then forward the document to the departmental chair for approval. After these steps are completed, the completed application in pdf format can be sent to URProgram@montevallo.edu with the email subject UR Application. If you have any questions, please don't hesitate to ask. Questions can be emailed to tidwellc@montevallo.edu or URProgram@montevallo.edu.

Special Instructions: For McNair Scholars Undergraduate Researchers, upon approval, the department chairs should send the final document to the faculty mentor and the McNair Program Office at mcnair@montevallo.edu.

CHECKLIST:

- Faculty Mentor Statement Included**
- Departmental Chair Approval Included**
- If you are using the title of your project as the name of the course did you check to make sure that it is 30 characters or less including the spaces?**
- Budget Included (please include the full expenses of your project even though only \$250 can be covered by the UR Program)**
- Will you be using human or animal subjects in your research? If so, did you include your approval letter from the Human and Animal Subjects Research Committee?**

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ITEM 1. BASIC INFORMATION

Student: _____ UM ID#: _____

Faculty Mentor: _____ Discipline: _____

Title of Research: _____

Do you want the title of your project listed on your transcript? _____ Yes or _____ No

(If Yes, the title must be 30 characters or less this includes spaces) *If the title is longer than 30 characters then it would be listed in the description of the course not as the title on your transcript.*

Classification: ___ FR ___ SO ___ JR ___ SR Status: ___ Full-time ___ Part-time

Phone: _____ E-mail: _____

Term: ___ Fall ___ Spring ___ May ___ Summer I ___ Summer II Year: 20_____

Level of UR Credit Sought: ___ 100 ___ 200 ___ 300 ___ 400 Credit hours (3-6): _____

Would you prefer to have a departmental course number listed instead of UR? _____ Yes or _____ No

If yes, choose from the list on the last page of this document and put the number here: _____

What is your major? _____

Are you in the McNair Scholars Program? _____ Yes _____ No

ITEM 2. DESCRIPTION OF RESEARCH

The narrative must provide a detailed description of the proposal project, including methodology. It must include most of the information that will be used to judge the merit of the project for funding. It must be written so as to be understandable to an educated person not in the field. *Limit 750 words.*

Insert text here.

ITEM 3. RESEARCH BIBLIOGRAPHY

A bibliography of pertinent research literature is required. Format (e.g., APA, MLA) must be suited for publication in journals of the research subject matter.

Insert text here.

ITEM 4. PUBLICATION AND PRESENTATION OUTLETS

Anticipated publication and presentation outlets must be identified. Please consider conferences at the national, regional, and state level as well conferences both in, and possibly outside, your discipline. Also, some student honor organizations have student research journals available for you to submit your research findings. You should plan to present your research at the next undergraduate research day in the spring if you are still on campus.

Insert text here.

ITEM 5. STATEMENT OF FACULTY MENTOR

The faculty research mentor must attach a statement of support for the student and the research project. *Some things that might be included are: The ability of the student to successfully complete the project and the faculty mentors desire to work with the student. The feasibility of successful completion of the research project. The opportunity for the student researcher to learn appropriate research techniques and methodology from the project. The degree to which the project complements the faculty mentor's existing research program and the potential for the research to result in publication or presentation.*

Insert text here.

ITEM 6. STATEMENT OF DEPARTMENT CHAIR (ESSENTIAL)

The Department Chair must attach a statement evaluating applications coming from the department. **Approval of Research Project rests with the Department Chair.**

Insert text here.

WHEN APPLICABLE, ITEMS 7, 8, AND 9 MUST BE COMPLETED

ITEM 7. BUDGET SHEET

The budget sheet should include each item or service required and its estimated cost. Each project is eligible for \$250 for supplies. As funds are available, additional funding may be provided to projects with budgets exceeding \$250. So, be sure to include a complete budget. Rationale for the budget should be given in the Description of Research. Budget items labeled "Miscellaneous" will not be funded.

If applicable, insert text here.

ITEM 8. HASRC APPROVAL

Applications for projects using human or animal subjects must be submitted at least *five weeks* prior to the UR application deadline and approved by the Human and Animal Subjects Research Committee (HASRC) prior to submission to the Office of Undergraduate Research. For Fall projects in need of HASRC approval, the application must be submitted five weeks prior to the April UR Application deadline to the HASRC committee. Contact the Chair of HASRC, Dr. Tiffany Wang, at twang@montevallo.edu if you have questions.

If applicable, insert text her

ITEM 9. SUMMER STUDENT COMPENSATION

Stipends, based on student time invested in the project, will be available as funding allows.

SUBMIT COMPLETED FORM ELECTRONICALLY TO URPROGRAM@MONTEVALLO.EDU.

DEPARTMENTAL COURSE NUMBERS	These are course numbers that could potentially be used instead of UR 100, UR 200, UR 300, or UR 400. Please confirm with your advisor/department chair that your project is appropriate to correspond with this course number.
ANTH 311	Selected Topics in Anthropology, 3 credit hours
ART 326	Special Topics, 3 credit hours
ART 327	Special Topics in Art History, 1-3 credit hours
BIO 480	Special Problems in Biology, 1-4 credit hours
CHEM 380	Special Projects in Chemistry, 1-6 credit hours
CHEM 431	Research Project, 4 credit hours
COMS 460	Seminar in Communication Studies, 3 credit hours
COMS 491	Directed Studies in Communication Studies, 1-3 credit hours
ENG 301	Special Topics in Language and Literature, 3 credit hours
ENG 302	Special Topics in Language and Literature II, 3 credit hours
ENG 489	Selected Topics in Literature and Language, Variable credit hours
ES 310	Special Topics in Environmental Studies, 1-4 credit hours
ES 410	Special Topics in Environmental Studies, 1-4 credit hours
ES 495	Environmental Studies Internship, 1-6 credit hours
FCS 460	Problems in Family and Consumer Sciences, 1-6 credit hours
FCS 475	Special Topics in Family and Consumer Sciences, 3 credit hours
FL 370	Special Topics, 3 credit hours
FRN 300	Directed Independent Study, 1-3 credit hours
FRN 370	Special Topics, 3 credit hours
FRN 400	Directed Independent Study, 3 credit hours
FRN 470	Special Topics, 3 credit hours
GEOG 303	Selected Topics in Regional Geography, 3 credit hours
GEOG 411	Selected Topics in Geography, 3 credit hours
GSD 495	Game Studies and Design Special Topics, 1-3 credit hours
HIST 303	Selected Topics in History, 3 credit hours each
HIST 411	Selected Topics in History, 3 credit hours
HNRS 490	Honors Thesis/Project 1-3 credit hours
MATH 399	Independent Study, 1-3 credit hours
MATH 495	Special Topics, 3 credit hours
MATH 499	Independent Study, 1-3 credit hours
MC 357	Special Topics in Public Relations, 3 credit hours
MC 400	Special Topics in Journalism, 3 credit hours
MC 450	Seminar in Mass Communication, 3 credit hours
MC 491	Directed Study, 1-3 credit hours
MUS 490	Directed Independent Study in Composition, 1-4 credit hours
MUS 491	Directed Independent Study in Music, 1-6 credit hours
MUS 492	Directed Independent Study in Music Education, 3 credit hours
POS 303	Selected Topics in Political Science, 3 credit hours
POS 411	Selected Topics in Political Science, 3 credit hours
PSYC 491	Directed Readings in Psychology, 3 credit hours
SOC 303	Selected Topics in Sociology, 3 credit hours
SOC 411	Selected Topics in Sociology, 3 credit hours
SPN 300	Directed Independent Study, 1-3 credit hours
SPN 370	Special Topics, 3 credit hours
SPN 400	Directed Independent Study, 1-3 credit hours
SPN 470	Special Topics, 3 credit hours
SWK 301	Selected Topics in Social Work, 3 credit hours
SWK 411	Selected Topics in Social Work, 3 credit hours
THEA 493	Theatre Undergraduate Research, 1-3 credit hours