

**Overview:** The Undergraduate Research Academy encourages students to expand their education beyond the classroom through participation in research and creative projects mentored by UCCS faculty. The Academy objective is to support collaborative efforts between the student and faculty member, where both members benefit from the experience. Academy students act as research assistants on meaningful projects identified by their faculty mentor. The faculty member is responsible for providing significant and meaningful guidance and mentorship. Through this opportunity, the student gains valuable experience, while being paid, and the faculty member’s research program goals are furthered. Students may identify faculty mentors or vice versa.

**Special Funding Opportunities:** The Undergraduate Research Academy is excited to have additional funding this year in the form of the Presidential Diversity Grant that the Center for Student Research received in 2021 as well as from the Cybersecurity Program. UCCS is dedicated to improving diversity and equity among our student researchers. To this end, the URA has set aside funding from the Presidential Diversity Grant to support six student-faculty pairs working on projects related to diversity, equity, and inclusion issues and/or where the student researcher is from an underrepresented background. Additional funds from the Cybersecurity Program will be dedicated to funding eight student-faculty pairs working on projects related to the field of cybersecurity including social engineering, digital citizenship, teacher education, public service, policy, legal, and data security.

**\*\*If you intend to apply for the Presidential Diversity or Cybersecurity-funded URA awards, please indicate on your application form where asked to do so\*\***

**Funding Possibilities:** The student and faculty member can apply for funding from the Undergraduate Research Academy Summer Program to support their research project. The maximum total award available is $3500. This award is meant to support summer research (e.g. students will be funded May through August 2022). Although the dates of the research internship are flexible, students are expected to dedicate ~200 hours towards research over the summer[[1]](#footnote-1). Students must attend all summer URA workshops held during the 2022 summer semester.  **Budget:** Awards cover budget requests for student pay, project related supplies, travel, or a faculty honorarium. Students will be paid as research assistants. Mentors should use the criteria determined by student employment to determine the appropriate pay level.

* The majority of the budget must go directly to the student, therefore a maximum of $1000 can be used for expenses other than student pay. Please note that the entire award can be used for student pay.
* If a portion of that $1000 will be used for a faculty honorarium, it is limited to $750.
* Fringe benefits should be included in the budget for both the faculty and student researcher.
* The review committee may suggest a reduced budget. The Faculty Mentor can appeal the committee’s decision to the URA director. The URA director will determine if a research proposal will be funded at the reduced rate.
* If Faculty Mentors require an extension for unused funds at the end of the summer period, they must contact the URA director for an extension by August 30th, 2022. Funds may be extended into the fall semester if there is a legitimate research purpose.

**Review Criteria:** Proposals will be evaluated based on the overall quality of the application submitted and available funding. Keep in mind that reviewers come from a variety of disciplines and the proposal should be tailored to a broad audience. The applications are scored based on the following criteria:

* Quality of the student applicant’s essay
* Quality of the mentorship plan
* Quality of the project proposal
* The impact of the project on the student’s academic success and Faculty Mentor’s research agenda/professional goals

**Other Information:** The awards are made to neither the student nor the faculty member but rather to both. If for some reason this team dissolves, the remaining award money must be returned to the URA.

**Eligibility**:

* Student applicant must be a junior or senior standing in summer 2022
* Project idea and faculty mentor identified before applying
* Previous URA mentees in good standing are eligible to reapply, however, preference will be given to student and faculty pairs that have not previously received funding from the Undergraduate Research Academy
* Mentors must be tenure-track, tenured or research appointment faculty. Instructors may also serve as mentors with approval from their department chair.

**Student expectations**:

* Attendance and participation in the Welcome URA 101 meeting in May 2022 (multiple meeting options will take place during May so all can attend) and all Summer URA workshops (~2 hours each) (the weeks of June 7th, June 21st, July 5th, and July 26th)
* Attend weekly meetings with mentor
* Dedicate ~200 hours towards research over the summer (work schedule to be determined by the faculty mentor and student depending on their availability and project needs)
* Poster presentation at Mountain Lion Research Day (MLRD) December 2022 or the Colorado Springs Undergraduate Research Forum (CSURF) in Spring 2023. Note: students graduating in Fall 2022 must participate in the Mountain Lion Research Day in Fall 2022.
* Completion of an Exit Survey

**Faculty expectations**:

* Collaborate on the proposal for the URA Summer 2022 cohort with the student researcher and submit the proposal via email to [csr@uccs.edu](mailto:csr@uccs.edu) by the March 14th deadline
* Research mentoring
  + Help student researcher achieve clearly defined expectations
  + Meet weekly with the student researcher
  + Mentor the student researcher on developing their posters/presentations for the Undergraduate Showcase and MLRD or CSURF
  + Attend MLRD or CSURF
* Track expenditures for your URA funding and ensure compliance with university policies (e.g. student employment)
* Submit a 1-page write-up to the URA director in September 2022 on the accomplishments of the research team and budget summary of money exhausted on the research project
* Notify URA director of all scholarly products resulting from this award
* Notify URA director about the student’s acceptance into graduate school or employment post-graduation
* Completion of an exit survey

**UNDERGRADUATE RESEARCH ACADEMY – Summer 2022 APPLICATION GUIDELINES:**

A complete application, all five parts, must be received by the end of the day (11:59pm) March 14th, 2022.

1. Application form (below) – to be prepared by the student

2. Personal statement – to be prepared by the student   
Format: The proposal should be a maximum of 2 pages, double-spaced, and 12-point font.

a. Please explain:

* Who you are and your path to UCCS
* Why you want to work on this research project
* How you expect this experience to impact your education and career goals

3. Research proposal - to be prepared by the faculty mentor   
Format: The proposal should be a maximum of 4 pages (not including references), double-spaced, and 12-point font.

a. Content:

* Project description: describe the proposed research so that someone outside your discipline understands the study’s purpose, plan, and potential impact
* Role of research assistant & mentorship plan
* Budget & budget justification
* References

4. Professional letter of recommendation for student applicant from someone other than the faculty mentor

5. Student’s unofficial transcript

**Application submission**:

The application form, the student’s personal statement, the research proposal, and the student’s unofficial transcript should be submitted electronically as a single document in pdf format to [csr@uccs.edu](mailto:csr@uccs.edu). Please name the document URA\_2022\_studentlastname.pdf.

The recommendation letter should be emailed by the reference to [csr@uccs.edu](mailto:csr@uccs.edu) by the application deadline.

**Undergraduate Research Academy Summer Program -  
 2022 Application**

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| **Student Applicant Information- *to be completed by student*** |
| **Name:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text. |
| **Student UCCS ID #:** Click or tap here to enter text. |
| **Email Address:** Click or tap here to enter text. |
| **Year (Junior or Senior):** Click or tap here to enter text. |
| **Major:**Click or tap here to enter text. |
| **GPA:**Click or tap here to enter text. |
| **Expected Graduation Date:** Click or tap here to enter text. |

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| **Faculty Mentor Information- *to be completed by faculty member*** |
| **Name:** Click or tap here to enter text. |
| **Email:** Click or tap here to enter text. |
| **Campus Department**: Click or tap here to enter text. |
| **Campus Office Location:** Click or tap here to enter text. |

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| **Research Project Information- *to be completed by faculty member*** |
| **Project Title:** Click or tap here to enter text. |
| **Project Start Date:** Click or tap here to enter text. |
| **Expected Project End Date:** Click or tap here to enter text. |
| **Total Funds Requested:** Click or tap here to enter text. |
| **Is the research team applying for the Cybersecurity Initiative Funds?**  **Yes   No** |
| **Is the research team applying for the Presidential Diversity Grant Funds?**  **Yes   No** |
| **Has this project received internal or external funding?   Yes, source:** Click or tap here to enter text. **No** |
| **Has the student and faculty pair applying for funding previously received an Undergraduate Research Academy award?**  **Yes, please list semester:** Click or tap here to enter text. **No** |

The program expectations and application materials must be jointly reviewed by the student and faculty member and agreed upon prior to submission.

**Student Researcher:**  
I understand the requirements of the Undergraduate Research Academy (URA). I will fulfill the requirements of my role as a student researcher, including working closely with my Faculty Mentor, meet weekly with my Faculty Mentor, attend all mandatory URA workshops and participate in Mountain Lion Research Day or CSURF.

|  |  |
| --- | --- |
| Signature | Date |

**Faculty Mentor:**  
I agree to the requirements of the Faculty Mentor for the Undergraduate Research Academy (URA). I will fulfill the requirements of my role as a faculty mentor, including maintaining regular communication with the student researcher, participating in weekly mentor meetings, and helping the student prepare for Mountain Lion Research Day or CSURF.

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| --- | --- |
| Signature | Date |

The application, personal statement, research proposal, and unofficial transcript should be submitted electronically as a single document in pdf format to the Center for Student Research at [csr@uccs.edu](mailto:csr@uccs.edu) by the end of the day (11:59pm) on March 14th, 2022.   
Please name the document URA\_2022\_studentlastname.pdf.

1. Students must abide by university policies on employment. These policies may differ between the regular semester and the summer semester. Faculty Mentors are responsible for ensuring they are following university policies regarding student employment. [↑](#footnote-ref-1)