**Undergraduate Research Council**

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Sociology/Anthropology

*Orvil White*
Childhood/Early Childhood Education

SUNY Cortland

# 2016-2017
# Undergraduate Research Assistant Program

## Application Deadline: Friday April 29, 2016

The Undergraduate Research Council in partnership with the Financial Aid Office is pleased to support the Undergraduate Research Assistant Program (URAP) through which faculty members from across the College may request a Work Study eligible student as a research assistant to advance their research/scholarly activities. Students selected for this opportunity would be paid to assist faculty in their research and can gain valuable research skills and experience. Responsibilities will vary depending on the position. In general, the work may be more task-oriented (e.g., literature searches, grant proposal support, data entry, or routine lab work) than research undertaken through independent study or summer fellowship. Several faculty within a department or across disciplines can and are encouraged to jointly apply for a single student research assistant position. Work Study students are assigned for a full academic year, unless they cease to have financial eligibility, maintain good academic standing or drop below full time undergraduate enrollment.

**This is a pre-matched program**—Faculty are required to identify an eligible student as part of their application. In advance of the URAP application, it may be helpful for faculty members to post a "job announcement" to recruit potential students.

Financial aid decisions and awards to students are made by the Financial Aid Office based on submission of the FAFSA data for the appropriate academic year. Eligibility for work-study cannot be determined until the Financial Aid Office has received the student's FAFSA data and positions under this program can only be made to students who qualify for the federal Work Study program (as verified by the Financial Aid Office). Student participants will receive $9/hour for hours worked during the academic year and are expected to work for 5 or 10 hours a week (based on eligibility) for the entire academic year until their award is exhausted (calculated on a per semester basis) or their eligibility status is revoked.

**Expectations**

1. Faculty agree to supervise and mentor work-study students and submit appropriate paperwork (e.g., time sheets) during the entire academic year.
2. Duties assigned to work-study students must be directly related to and advance the faculty's own research/scholarly agenda.
3. At the completion of the award (end of academic year) faculty are required to submit a report to the Undergraduate Research Council.

**Evaluation Criteria**—Submitting an application does not guarantee a URAP work-study student. The Undergraduate Research Council will review faculty applications and make decisions based on merit of proposed student duties and/or how the student will advance the faculty's own research agenda. Preference will be given to first-time faculty URAP applicants.

**The complete and signed application form should be returned to the Undergraduate Research Council (Bowers Hall, Rm. 144 or electronically to haley.zurell@cortland.edu) by April 29, 2016.**

# SUNY Cortland Undergraduate Research Council
# 2016-17 Undergraduate Research Assistant Program

## Application

**Application must be submitted to the Undergraduate Research Council Office (Bowers Hall Rm. 144) no later than 4:00 PM, April 29, 2016. Late applications will not be accepted.**

Faculty Name:_____ Department:_____

Campus Phone:_____ Email:_____

Faculty Signature: _____ Date:_____

*Additional faculty if joint application for a single work-study student*

Faculty Name:_____ Department:_____

Campus Phone:_____ Email:_____

Faculty Signature: _____ Date:_____

Faculty Name:_____ Department:_____

Campus Phone:_____ Email:_____

Faculty Signature: _____ Date:_____

**Pre-matched Work-Study Student**

Student Name:_____ ID #: C00-_____

Major:_____ Number of credits earned towards graduation:_____

Campus/Local Address:_____

Phone:_____ Email:_____

☐ I am entitled to participate in the Federal Work Study Program based on my FAFSA form filed through the SUNY Cortland Financial Aid Office.

Student Applicant Signature: _____ Date:_____

1. Please provide a "job description" and performance plan for your work-study student. This should include a detailed description of their expected duties. If this application includes a single request from more than one faculty member, please describe in your plan how the student will be supervised and shared (with dates and timelines) between faculty applicants (Limit your response to 250 words or less).

2. Please describe the qualities and background of your pre-matched work-study student that would enable them to succeed in the proposed position and also to advance their academic career (Limit your response to 250 words or less).

3. How will the student's work-study activities support and enhance your scholarly/research agenda? If this application includes a single request from more than one faculty member, each faculty applicant must provide their own description (Limit your answer to 500 words or less for each faculty applicant)

4. For each faculty applicant, provide a brief (2 page maximum) vitae of your professional accomplishments, including any previous and current scholarly activities that include undergraduate students.

**Note: Only the materials requested in this application will be forwarded to the review committee. Please do not attach any additional letters of recommendation.**