

Undergraduate

Research

Council

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**SUNY
Cortland**

2022-2023

Undergraduate Research Assistant Program

The Undergraduate Research Council (URC) 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 will be paid to assist faculty in their scholarship 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 transcription work) than independent student research. 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.

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 \$14.00/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 support 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 faculty's own research/scholarly agenda.
3. At the completion of the award (end of academic year) faculty are required to submit a brief summary to the Undergraduate Research Council.
 - Submitting an application does not guarantee a URAP work-study student. The URC will review faculty applications and make decisions based on the clarity of items 1-3 on pg. 3.

The complete and signed application form should be returned to the Undergraduate Research Council at RSPO@cortland.edu with URAP 2022-23 in the subject line by April 15, 2022.

2022-2023
Undergraduate Research Assistant Program
APPLICATION

Faculty Name: _____ Department: _____

Campus Phone: X _____ Email: _____

Faculty Signature: _____ Date: _____

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

Faculty 2 Name: _____ Department: _____

Campus Phone: X _____ Email: _____

Faculty Signature: _____ Date: _____

Faculty 3 Name: _____ Department: _____

Campus Phone: X _____ Email: _____

Faculty Signature: _____ Date: _____

Pre-matched Work-Study Student

Student Name: _____ ID #: C00- _____

Major: _____ Credits earned towards graduation: _____

Campus/Local Address: _____

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 detailed “job description” and performance plan for your work-study student. If this application includes more than one faculty member sharing the undergraduate research assistant, please describe in your plan how the student will be supervised and shared (with dates and timelines) (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 potentially advance their academic career. (250 words or less).

3. How will the student’s work-study activities support and enhance your scholarly/research agenda? If this application includes more than one faculty member, each faculty applicant must provide their own description (250 words or less for each faculty applicant)

4. For each faculty applicant, provide a brief (3 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.**

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