

## Application and Portfolio

### President's Recognition for Engaged Learning and Leadership Designation in Undergraduate Research

This application form should serve as the cover sheets for your submitted portfolio. For most applicants, a large three-ring binder will suffice. Others may choose to develop a digital online portfolio or present their materials to the review committee in another format.

Applicant Name: \_\_\_\_\_ ID #: C00-\_\_\_\_\_

Major: \_\_\_\_\_ Number of credits earned towards graduation: \_\_\_\_\_

Campus/Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Research/Creative Activity: \_\_\_\_\_

\_\_\_\_\_

Faculty Mentor: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Signatures

Student Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Portfolio Checklist

- Cover sheet with signatures
  - Completed application questionnaire (Part A)
  - Faculty Mentor Report (Part B)
  - Copy of approved nomination form
  - Copy of CAPP report or unofficial transcript
  - Copies of conference proceedings or performance (e.g., abstracts, programs)
  - Copies of publications or manuscripts in preparation
  - Copies of awards, certificates of participation or achievements
  - Other relevant documents or items
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## **Part A. To be prepared by student**

1. Provide a 1-page summary of your research or creative activity. Your summary must include reference to (1) questions investigated; (2) the originality of the research; (3) specific activities that you performed; and (4) specific outcomes or products that resulted from your research/creative activity.
2. Describe in our own words a summary of the time and effort involved with different aspects of your research or creative activity. Please be specific and make sure to include a timeline of your activities and under what capacity (e.g., independent study course, summer research fellowship, NSF funded REU experience) the different aspects of your activities took place.
3. List the venues at which your research/scholarship/creative project has been or will be presented. Please include complete citation information included all co-authors/co-presenters (in the order they appear in the conference proceedings or program), full name of conference/venue, place, dates, and if available, volume, issue, and page numbers of published proceedings.
4. List any publications either in the planning stage or completed (this includes theses, journal articles, etc.). Please include complete citation information, including all authors (as they appear in the publication), year of publication, full journal name (or book title), volume, issue, and page numbers.
5. List credits earned through research classes, including independent study and research methods courses. Please list course numbers, course titles, grades earned, and semester taken.
6. List your participation in any other research/creative program, fellowship/internship experience, or employment in which you engaged in authentic research or creative activities in association with your application.
7. List any certificates, awards, or other forms of recognition for your research or creative activities.
8. Note any certification or plans for research training (e.g., IRB, animal subjects).
7. If you have developed an electronic research/scholarship/arts portfolio, please note the URL.

## **Part B. To be prepared by faculty mentor**

The Faculty Mentor Report may be submitted separately from the student's application and portfolio.

1. Describe the capacity in which you know the student and describe the role you played in mentoring the student through his or her research/creative activities.
2. Within the context of the discipline, please comment on the nature of the research or creative activity with regards to its (1) originality; and (2) significance of outcomes, results, or products of the research as well as contribution(s) to the discipline. Please note: If the student was part of a collaborative effort or team, please direct your remarks to that of the student's individual contributions to the research/creative activity and to this activity's outcomes.