

## Undergraduate Research Assistant Program

### Purpose and description:

Undergraduate Research Assistant stipends fund students in assisting and collaborating on faculty-guided research or creative projects. Students will learn while supporting faculty in their research and creative activity. Faculty will mentor research assistants, teaching them relevant disciplinary skills and responsible conduct of research. Students may work up to 150 hours per semester and projects may last for more than one semester. Students receiving funding through this program are expected to make a (poster or oral) presentation at the URSCI Expo either during or after the funding period.

### Eligibility:

- **Students:** All full-time undergraduate students who have attained at least sophomore status (completed/transferred in 28 credits or more) and have a minimum cumulative GPA of 3.00 are eligible to be assistants.
- **Mentors:** All faculty members who teach undergraduate courses are eligible to apply for assistants. Undergraduate assistants would normally be assigned to individual faculty members, but in some cases to two or more faculty members who are collaborating on a project or activity may apply for a single Research Assistant (RA).
- **Projects:** Normally, projects will contribute to faculty members' research or creative portfolio as required for tenure or promotion.

**Selection Criteria:** The selection criteria are weighted in the following order.

1. **Project description, reasonability of work plan, and justification for the need of an RA**
2. **Student development of skills or acquisition of knowledge.** This program is intended to provide students a substantive intellectual experience. Applications will need to detail what skills/knowledges the students will develop and how.
3. **Relevance of the work to the student's individual academic program** (i.e. major, post-graduation plans).
4. **Faculty rank:** For all requests that clearly articulate the value of the assistantship to student and faculty and student use of time, applications will be prioritized as follows:
  - I. **Tenure-track faculty** members who have not yet received a grant/stipend and have not yet completed significant projects required for tenure or promotion. Faculty closest to tenure deadlines will be given priority over those earlier in the process.
  - II. **Tenure-track faculty** who have previously received grants/stipends and have yet to complete significant projects required for tenure or promotion.
  - III. **Tenured faculty** who have not previously received grants/stipends since promotion.
  - IV. **Tenured faculty** who have received grants/stipends.
  - V. **Full-time lecturers who have not previously received grants/stipends.**
  - VI. **Full-time lecturers who have received grants/stipends.**
5. **Equitable distribution** of available assistantships across the university. Faculty members may receive more than one RA, but will need to contact the URSCI director and rank applicants.

### Stipends:

Student assistants will be paid \$10.00 per hour up to a total of 150 hours and \$1,500.00 per semester. The time, place, and manner of the student's activities will be a function of the faculty member's research needs.

## Deadlines:

- For a Fall Semester Research Assistant—April 1st of the Preceding Spring Semester
- For a Spring Semester Research Assistant—December 1st of the Preceding Fall Semester
- For a Summer Semester Research Assistant—April 1st of the Preceding Spring Semester

## Application:

A faculty member and his or her pre-selected student will apply together. As part of the application, the faculty member should review and comment on the student's previous academic performance, demonstrating a familiarity with the student's academic record, including any prior research experience the student has undertaken.

The application requires the following documents to be attached as MS Word document (.doc or .docx) or Adobe Acrobat file (.pdf) and sent per email to [ursci@dom.edu](mailto:ursci@dom.edu). *Items 1 – 3 on the list below are to be submitted by the faculty member. Item 4 must be submitted by the student in a separate email.*

1. A completed copy of the **cover sheet** (see the last page of this document or download as a separate document at <https://www.dom.edu/academics/undergraduate-research/initiatives/urap>).
2. **Description of project<sup>1</sup> and RAship rationale (max. 1000 words):** Briefly describe your project, work done to date and overall goals of the project. Give a detailed description of the RA's role and the work you will expect the RA to complete. Describe the expected learning outcomes for the student because of the RAship and provide a mentoring plan. Include an estimated work plan for the time period and what contributions you expect the RA to make towards the work plan.
3. **Student potential (approximately 250 words):** Describe this student's relevant expertise and potential to assist you in your project, including describing relevant course experiences, your familiarity with the student's record of academic achievement, specific skills the student possesses, prior research experience, and training in Responsible Conduct of Research (RCR) appropriate to your discipline. Students without training in RCR who are granted URAPs will need to obtain it. In some fields, students may have already received instruction on avoiding plagiarism in a library information literacy workshop. Other students will need to receive RCR training through Citi Training or other pre-approved method appropriate to their discipline.
4. **Student Statement (approximately 250 words):** THIS DOCUMENT MUST BE WRITTEN BY THE STUDENT - Describe your understanding of what you will be doing as an RA and how it will benefit your course of study at Dominican University. If approved, what do you expect to learn?

Applications will be reviewed by the Undergraduate Research, Scholarship and Creative Investigations (USRCI) subcommittee and applicants will be notified within three weeks of the deadline.

## Evaluation:

The faculty member will be asked to evaluate the performance and progress made by the student through work on the project, and the effect of this assistance on the faculty member's research. The student is to evaluate the experience as a learning process. Evaluations are to be submitted to the USRCI Director at [ursci@dom.edu](mailto:ursci@dom.edu) within 30 days following the end of the semester for which the assistantship was awarded.

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<sup>1</sup> If the proposed research involves the use of human participants or animal subjects, the Institutional Review Board (IRB) process must have been fulfilled *prior* to the grant application with the IRB number on the application and with a copy of the final IRB application document that has been submitted and approved by the IRB included with your application materials. The Committee will reject any applications that are non-compliant with this requirement. Any questions should be directed to the IRB Administrator: [irbadministrator@dom.edu](mailto:irbadministrator@dom.edu). Check the IRB web site at <http://teams.dom.edu/irb> for appropriate documents.

# URSCI Undergraduate Research Assistant Program Application

## Cover Sheet

### Faculty mentor information

Name: [Click or tap here to enter text.](#)

School: [Click or tap here to enter text.](#)

Department: [Click or tap here to enter text.](#)

Rank (check all that apply): ☐ Tenured ☐ Tenure-track ☐ Lecturer

☐ Other ☐ Professor ☐ Assoc. Prof. ☐ Assist. Prof.

Title of proposed project: [Click or tap here to enter text.](#)

List of previous grants received from Dominican University [Click or tap here to enter text.](#)

### Student information

Name: [Click or tap here to enter text.](#)

Student ID:

Email: [Click or tap here to enter text.](#)

Major (with concentration, if any): [Click or tap here to enter text.](#)

Current G.P.A.:

Previous grants from URSCI or other DU sources (incl. ExcEL scholarships), if any:

[Click or tap here to enter text.](#)