

## Undergraduate Research Assistantships 2017-18

**Description:** The Research and Individualized Student Experiences (RISE) office in partnership with the Financial Aid office is pleased to support 10 Undergraduate Research Assistantships (URA) through the federally funded Work Study program. This program allows faculty from across the university to request an eligible student as a research assistant to advance their research/scholarship. This program is mutually beneficial, as the students selected for this program would gain valuable experience as part of the academic process, while the faculty would gain valuable assistance to further their scholarship. The specific responsibilities of the student will vary based on discipline but are intended to be more task-oriented (e.g. data entry, literature searches, grant proposal support, routine lab or studio work) than research appropriate for independent study credit or summer research supported through grants. Several faculty within a department or across disciplines are encouraged to apply together for a single Undergraduate Research Assistantship position. This is a Federal Work Study position, so students will be assigned for the full academic year unless they cease to be eligible financially or academically.

**Application process:** This is a pre-match program in which faculty are expected to identify an eligible student as part of the application. This may be achieved through the advertisement of a “position” to recruit interested and eligible students. The Financial Aid office determines student eligibility based on the submission of FAFSA data for each academic year. Only students that qualify for the Federal Work Study program will be eligible for the Undergraduate Research Assistantship. This program will support students for 5-10 hours/week for hours worked during the academic year.

### **Requirements:**

- Faculty participating in this program are expected to supervise and mentor Federal Work Study students and submit appropriate paper work (e.g. time sheets) throughout the entire academic year.
- Duties assigned to the Undergraduate Research Assistant must be directly related to and advance the faculty’s own research/scholarly agenda.
- The faculty members are required to submit a report to the RISE office summarizing the experience.

### **Evaluation Criteria**

Submission of an application does not guarantee a URA Federal Work Study student. The Student Employment and Research and Individualized Student Experiences (RISE) offices will evaluate the applications based on merit of proposed student duties and how the student will advance the faculty’s own research/scholarship agenda.

**The completed signed application will be accepted on a rolling basis until Sept. 29<sup>th</sup>.**

## Undergraduate Research Assistantships Application 2017-18

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Pre-matched Federal Work Study Student**

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

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

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

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

**I authorize the Financial Aid Office to provide information regarding my Federal Work Study eligibility to this Committee**

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

**Please provide responses to all of the following in a single document with the file name: lastname\_URA\_2017 submitted to RISE@oswego.edu**

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. Please include how will the student’s work-study activities support and enhance your scholarly/research agenda (Limit your response to 300 words or less).
  
2. 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.**