**Fall 2020 CRE Student Researcher Award Application**

**Due Date: Friday, September 25th by 11:59 pm**

**Introduction:**

The HHMI Inclusive Excellence grant budget includes funding opportunities for undergraduate student researchers to work on CRE-related projects outside the classroom environment. A CRE student researcher may help a faculty member to develop, test, and/or refine a protocol that will be implemented in a CRE course or may help a faculty member to finish or analyze the results of a CRE module that has already been implemented in a CRE course. The CRE student researcher award committee will meet twice per year (once in the fall and once in the spring) to consider applications for funding and review guidelines.

**CRE Student Researcher Award Committee Members:**

One faculty member from each of the three departments in the College of Arts and Sciences will compose the CRE student researcher award committee to ensure the equal representation of disciplines. Current CRE student researcher award committee members include:

1. Shannon Timmons (Committee Chair, Department of Natural Sciences)
2. Dan Shargel (Department of Humanities, Social Sciences, and Communication)
3. Paula Lauren (Department of Mathematics and Computer Science)

**Application Deadlines:**

There are two application deadlines each year that will be disseminated to all CRE initiative participants. The first application deadline will be in the fall semester, while the second deadline will be in the spring semester. The CRE student researcher subcommittee will meet within 1-2 weeks of each deadline to make award decisions.

**Submission Instructions:**

Applications should be composed and submitted by the faculty member who is developing and implementing the CRE module. Once a CRE student researcher award application is approved for funding, the research supervisor will be responsible for recruiting one or more students to work on the project. Please use the template provided on page 3 of this document to compose your application. Completed applications should be a maximum of 2 pages in length. Applications should be submitted to Shannon in PDF format via email to stimmons@ltu.edu by 11:59 pm on the due date. All questions regarding the preparation of applications or the interpretation of guidelines should also be directed to Shannon.

**Award Guidelines:**

1. CRE student researcher awards may only be used to provide **stipend support** for students to help with CRE projects. These funds cannot be used to purchase equipment or supplies; however, required CRE project materials can be purchased using a separate HHMI budget line. Please note that awards cannot be used to provide stipend support to students currently completing a project for course credit (e.g., a senior project or directed study).
2. The exact amount of the award is based on the number of hours worked by the student. This year, CRE student researchers will be paid a rate of **$15 per hour**. The student must log their hours in Bannerweb for approval by their immediate supervisor every two weeks. CRE faculty members must estimate the number of hours of work required to complete a project and will request funding based on this estimate during the application process. Please note that the maximum funding request per application cycle for this budget year is **$2,500**.
3. Each budget year of the five-year HHMI grant begins on **October 1st**. All funds awarded during the previous fall and spring semesters must be used in full before the new budget year begins each October for accounting purposes. After a new budget year begins, continued funding for an active CRE project will require an updated application and the approval of the CRE student researcher award committee.
4. A CRE student researcher award may be shared by **multiple students** working on a CRE-related project as long as the total award funding is not surpassed. In the scenario where multiple students are working on a research project, the CRE student researcher award will be divided such that each student is compensated for the number of hours they work on the project. Please ask students to keep track of the hours they submit to Banner.
5. All CRE student researcher award recipients must provide their immediate research supervisor with a **written project-specific deliverable**, such as a protocol or a summary of results, at the end of the research project. The CRE student researcher award committee requests that a digital copy of this document be sent to Shannon. With your permission, written protocols and reports may be posted on the CRE website to provide examples of projects in various disciplines.
6. All CRE student researcher award recipients must present their work in an **oral or poster presentation** at LTU’s annual Research Day, if feasible. If a CRE student researcher is unable to attend Research Day, the work must be presented by the student at another appropriate venue identified by the research supervisor. The CRE student researcher award committee requests that a digital copy of this poster or presentation be sent to Shannon. With your permission, posters or presentations may be posted on the CRE website as examples for other CRE community members.

**Title of CRE Project**

**Name of Faculty Member**

**Department of Faculty Member**

**CRE Module Description:**

*Provide a brief description of your CRE module idea using terminology that is understandable to faculty from different disciplines within the College of Arts and Sciences.*

**CRE Module Impact:**

*What is your motivation for choosing to develop and implement this CRE module? What impact do you expect this experience will have on your students?*

**CRE Module Implementation:**

*Describe the course and semester in which you plan to implement this CRE module.*

**CRE Student Researcher Need Justification:**

*Describe your need for a CRE student researcher. What body of work do you expect the student to accomplish and how will this help you reach your CRE goals?*

**CRE Student Researcher Budget Justification:**

*How many hours do you estimate that your student(s) will need to complete the CRE project? Based on a pay rate of $15 per hour, what is your total funding request? Please note that maximum funding of $2,500 per CRE project is available during this funding cycle.*