**PLEASE READ ALL INSTRUCTIONS AT THE FIRST-YEAR SCHOLARS PROGRAM WEBSITE AND THE ENTIRE APPLICATION BEFORE STARTING.**

**Title of Project:** *In the space below, write in a title for this project.**Try to avoid jargon if possible; remember that this title should be written to recruit first-year students to work with you.*

**Your Name, Department, and Email:**

**Additional Mentor(s) Name, Department(s), and Email(s), if applicable:**

**Will students work on this project face-to-face, online, or a mix of both (hybrid)?** *Please note that your**response to this question will not impact decision-making; this was the most frequently-asked student question last year, so we will put this information on the website for your project.*

**Previous Office of Undergraduate Research Funding**: *Using the grid below, list and describe all sources of funding for you and/or your students from the Office of Undergraduate Research for the past three years. Add or subtract rows as needed. Use a separate row for each type of funding. If you have never received funding from the Office of Undergraduate Research, leave this table blank.*

1. *Name of Previous Funding: URCA, CARET, VIP, First-Year Scholars Program, Summer Undergraduate Research Program, Sophomore Scholars Program*
2. *Total Amount of Funding: List the amount of funding you received from each funding source.*
3. *Deliverables: What outcomes emerged from this funding? For example: conference presentations (indicate conference name with no abbreviations), publications (provide citation), grant submissions (list funding information), etc. that emerged from the work on that funded project.*

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| --- | --- | --- | --- |
| **Name of Previous Funding** | **Year of Funding** | **Total Amount of Funding** | **Deliverables** |
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**Project Description (400 words maximum):** *In the space below, write a project description for a non-technical audience – this description will be used to recruit first-year students.*

**Student Outcomes (300 words maximum):** *In the space below, describe the skills or techniques that students will learn and develop while working on your project. If you need some ideas, check out this website:* [*https://research.kennesaw.edu/our/faculty/learning-outcomes.php*](https://research.kennesaw.edu/our/faculty/learning-outcomes.php) *(this is not an exhaustive list, and there will be discipline-specific outcomes not listed here that are likely applicable to your project).*

**Student Weekly Duties (300 words maximum):** *In the space below, briefly describe the types of activities that students will engage in each week.*

**Research Portfolio (300 words maximum):** *Describe your research portfolio (manuscripts, grants, presentations, awards, etc.) as well as your experience incorporating undergraduates into your research activities.*

**Number of Students (1-5):** *Please indicate your desired number of First-Year Scholars for the upcoming academic year (minimum of 1 and maximum of 5). The number of First-Year Scholars for your project is not guaranteed.*

**Budget Table:** *Insert and delete rows as needed. The budget for the First-Year Scholars Program is $1,000 per student per project. Mentors must propose a projected budget for this project using the table below. All requests for spending should be made no later than March 30, 2023 to abide by fiscal year deadlines.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Description | Amount | Expected Month(s) to Spend1 | Research Justification  *(explain the purpose of this expenditure for your research; how does this expenditure help you meet your research goals?)* |
| Expendable Supplies2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Non-expendable Supplies2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Publication Costs3 |  |  |  |  |
|  |  |  |  |  |
| Conference Registration4 |  |  |  |  |
| Travel5 |  |  |  |  |
|  |  |  |  |  |
| Total Request  (Cannot exceed $1,000) |  |  |  |  |

1. For “Expected Month(s) to Spend,” please indicate the month when you will be requesting each type of funding. For example, if you will use these funds for student travel to a conference held in April, put “April.” All supplies must be encumbered in the Fall semester unless there is a justification for waiting until the spring (e.g., chemicals needed for a spring experiment that will expire if purchased too early). Funds can be spent between October 1, 2022 and March 30, 2023.
2. For expendable and non-expendable supplies, provide links to where to purchase (if available).
3. Predatory Journals, such as those listed [here](https://beallslist.net/), will not be funded.
4. Students will not be funded for attending conferences or workshops where they are not listed as a presenter. List the dates of the conference in the Description. List the full name of the conference with no abbreviations. Provide a website (if available) for the conference.
5. Dates required. May include flights or mileage, hotels, per diem, parking, and any other expenses related to travel. Use a separate line for each travel item.