



WATKINS SCHOLARSHIP / UNDERGRADUATE RESEARCH SCHOLARSHIP APPLICATIONS: GENERAL GUIDELINES

These guidelines should be followed by any student wishing to apply for the **Watkins Scholarship** or the **UM Undergraduate Research Award** for research or creative activity in any field. Application deadlines: **Last Friday in October for Spring semester award** and **Friday, April 13th for the next academic year award**.

Eligibility:

- a) Student applicants for any undergraduate research award must have sufficient background in the discipline of the major to conduct meaningful research *and* the ability to develop and carry out a research project under the direction of a faculty mentor.
- b) The student applicant must have the faculty mentor's written agreement to work with the student.
- c) Students should review specific guidelines for this application, as outlined below.

Application Process:

- a) Complete the information requested on the **application cover sheet**.
- b) Provide a **one-page abstract of your proposal**. This abstract should be a 250-word summary of your project and the methods involved. Design it to convince the reader-judge of the project's merit. If your project is highly technical in nature, use language that is intelligible to someone outside your field.
- c) Provide a **prospectus of approximately three to five pages** in which you give a description of your project, a plan of how you will organize your research or activity, and a preliminary bibliography (if appropriate). The prospectus should indicate the number of hours of student work anticipated per week.
- d) Attach a current (unofficial) **UM transcript**.
- e) Provide a **letter of support** from your faculty project mentor.

Each successful student applicant will be expected to make a presentation on his or her research project at the UM Conference on Undergraduate Research (UMCUR) to be held in April each year, or some other regional or national forum.

Selection Criteria:

Proposals will be judged by the extent to which they a) provide a testable hypothesis or coherent rationale for the project, b) indicate the significance and contribution of the work, c) describe the research methods or creative techniques to be used, d) demonstrate originality, and e) are written in a way that is understandable to a non-specialist reader.

The full application must be submitted to the UM Undergraduate Research Committee, c/o Brock Tessman, Davidson Honors College. Questions may be directed to Dean Tessman at 243-2541 or by e-mail at dhc@umontana.edu



UNDERGRADUATE RESEARCH AWARD

APPLICATION COVER SHEET

This is a fillable form. Please enter the requested information and print out a hardcopy for submission to the Davidson Honors College. We recommend that you save a copy of the completed form.

Student Applicant's Name:

Student ID #:

Applicant's Major:

Second Major:

Minor:

Second Minor:

Local Address:

City:

State, Zip code:

Phone:

E-mail address:

Hometown (city, state)

Cumulative GPA:

Current year in school:

Cumulative credits earned to date (including transfer credits):

For which award(s) are you applying? Check only the award(s) for which you are eligible.

Watkins Scholarship **Undergraduate Research Award** *(see next page for award criteria)*

Title of Project:

Will this undergraduate research project be funded by any other grants or awards? Yes No

If yes, indicate expected funding source(s) and amount(s):

Faculty Mentor Name:

Department:

Faculty Mentor E-mail Address:

Phone:

Faculty Mentor rank or job title:

I agree to supervise and evaluate this Undergraduate Research Project.

Faculty signature:

Date:

A department chair's approval and signature is required for a non-tenure-track Faculty Mentor.

Department chair signature:

Date:

Application checklist:

- This cover sheet** (with faculty and department chair's signatures above, if required)
- Research Compliance Form** (see below, page 4)
- Proposal abstract** (250 words)
- Project prospectus** and narrative of planned activity (3-5 pages)
- Copy of Applicant's **UM Transcript** (unofficial)
- A **letter of support** from your faculty project mentor

Application Deadline: Last Friday in October for Spring semester award and Friday April 13th for the next academic year award.

Submit your completed application to the Davidson Honors College.

INFORMATION ON SPECIFIC AWARDS

Watkins Scholarship (full year awards only)

The Watkins Scholarship Program will support up to ten students undertaking senior projects during the academic year with scholarships of up to \$2,000 each.

1. Applicants must have attained senior status (at least 90 credits) before the beginning of autumn semester, and have a **cumulative GPA of 3.4** or higher at the time of application.
2. Applicants must **either** a) have a major or minor in the College of Humanities and Sciences (CHS), **or** b) submit a project *that will be directed by a CHS faculty member for credit in a CHS department*. These conditions reflect the terms of the Watkins bequest.
3. This award **can be combined with other scholarships and research funding**. However, a student may be awarded a maximum of one research scholarship by the Davidson Honors College in any academic year.
4. Every project must result in a final research paper that provides **written interpretation and analysis** of the research outcomes. This document should be appropriate in length and kind to the nature and topic of the project and the disciplinary area(s).
5. Students in creative writing and similar disciplines are welcome to submit **proposals for a creative activity** that will result in a reading or performance. Any such project must also result in a final essay that examines the creative process and provides **written interpretation and analysis** of the project outcomes.
6. Watkins Scholars must register for at least three credits (traditional grade only) of thesis or project work with their faculty mentor during their scholarship year, and must enroll for a minimum of 12 credits in both autumn and spring semesters.
7. Watkins Scholars are expected to present their work at the **UM Conference on Undergraduate Research** in April, or some other regional or national forum.
8. Students who complete a research project funded by a Watkins Scholarship are required to submit an electronic copy of their undergraduate thesis or final paper to the Mansfield Library through [ScholarWorks](#) before the last day of classes in spring semester. Your final paper must be reviewed and approved by your faculty mentor before you submit it to ScholarWorks.

Students who do not have a major or minor in the College of Humanities and Sciences are eligible for a Watkins Scholarship if their project conforms to the conditions mentioned under 2b) above.

Undergraduate Research Award (full year and spring term awards)

Undergraduate Student/Faculty Research Awards will support up to ten student/faculty research teams. Each successful student applicant will receive an **undergraduate research scholarship of \$500-\$1,500**. This award does not include any funding support for research expenses. The program is intended to provide selected students (sophomores through seniors) the opportunity to spend the semester planning and carrying out their own research project with the guidance of their faculty mentor. Applications must meet the following criteria:

1. Applicants must have a **cumulative GPA of 3.0** or higher at the time of application.
2. Applications are welcome from undergraduates at the University of Montana who are engaged in original research or creative scholarship in **any academic discipline or field of study**. Both Mountain Campus and Missoula College students are eligible for this award. Student/faculty teams who have not previously received this award are particularly encouraged to apply.
3. Applicants must be engaged in an **individual research project** under the direct supervision of a University of Montana faculty mentor. Group research projects, such as the Global Leadership Initiative (GLI) capstone projects, are not eligible for this award.
4. This award **can be combined with other scholarships and research funding**. However, students who already hold an undergraduate research award from the Davidson Honors College (such as the Watkins Scholarship) are not eligible for this award.
5. Every project must result in a final research paper that provides **written interpretation and analysis** of the research outcomes. This document should be appropriate in length and kind to the nature and topic of the project and the disciplinary area(s).
6. Students in the visual and performing arts, creative writing, and similar disciplines are welcome to submit **proposals for a creative activity** that will result in an exhibition, reading, or performance. Any such project must also result in a **final essay** that examines the creative process and provides written interpretation and analysis of the project outcomes.
7. Students must enroll for a **minimum of 12 academic credits** for each semester they receive the award. It is recommended that students register for at least three credits of thesis or project work with their faculty mentor during their scholarship semester(s).
8. Students who receive Undergraduate Research Awards are expected to present their work at the **UM Conference on Undergraduate Research** held each year in April, or some other regional or national forum.
9. Students who complete a research project funded by an Undergraduate Research Scholarship are required to submit an electronic copy of their undergraduate thesis or final paper to the Mansfield Library through [ScholarWorks](#) before the last day of classes in spring semester. Your final paper must be reviewed and approved by your faculty mentor before you submit it to ScholarWorks.

Research Compliance Form

Additional Requirements for Research Projects Involving Human Subjects

If the proposed Research Project involves human subjects, or if it entails potential biosafety hazards, then this additional page must be completed and attached to your project proposal.

“Human subject” means a living individual about whom an investigator (whether professional or student) conducting research obtains: (1) data through intervention or interaction with the individual, or (2) identifiable private information.

Will this research project involve human subjects? Yes No

Any research involving human subjects must have prior approval of the University of Montana [Institutional Review Board \(IRB\)](#) for the Use of Human Subjects in Research. In addition, any investigator working with human subjects must complete a self-study course as outlined below.

Human Subject Protection Course

As federally mandated and required by the UM Institutional Review Board, all researchers and individuals involved in project activity must complete a self-study course in human subject protection. The student investigator may satisfy this requirement by taking the following free online course:

[The University of Montana: Online Research Ethics Course](#). Take three sections: “Section One - Ethical Issues in Research: A Framework;” “Section Two - Interpersonal Responsibility;” and, “Section Six - Human Participation in Research.” Print out the assessment results for each section and present them to your faculty mentor, as the date completed is required on the UM research checklist.

Consult with your faculty mentor about your project’s compliance with IRB Policy for the Use of Human Subjects in Research, and please indicate which of the following statements are correct:

- This research is fully compliant with UM’s IRB Policy**, and has been approved by the University of Montana IRB on (date):
- This research is fully compliant with UM’s IRB Policy**, and will be submitted for review by the University of Montana IRB on (date):
- Student has completed / will complete the Human Subject Protection Course** on (date):

[Institutional Biosafety Committee \(IBC\) Research Compliance](#)

Will this research project utilize (A) recombinant or synthetic nucleic acid, (B) infectious agents, (C) toxins of biological origin, or (D) human or non-human primate tissue or fluids, or primary, continuous or transformed mammalian culture lines? Yes No

If yes, your faculty mentor must have an approved IBC application before commencement of research activities. Indicate whether the IBC Protocol is approved: Yes – approval #: Submitted and Pending
 Not Yet Submitted

Student Signature

Date

Faculty Mentor Signature

Date

Please complete and return this form to the Davidson Honors College with your scholarship application.

The Role of the Faculty Mentor

Every undergraduate research and creative project requires thoughtful and sustained collaboration between the student researcher and a faculty mentor. It is the responsibility of the student to seek out an appropriately qualified faculty mentor and obtain their written consent to serve in that role. The essential responsibilities of the faculty mentor are outlined below.

We strongly encourage faculty members to mentor no more than two undergraduate research or creative projects per semester, to ensure that individual students receive sufficient guidance and supervision for their research. For faculty mentors who believe they have a strong rationale for mentoring more than two student projects per semester, we encourage you to seek prior approval for this mentoring responsibility from your department chair. Your chair may ask you to identify the foreseeable impact on student researchers (including the possible value or benefit of mentoring multiple student projects) and also to explain the ways in which you will plan to manage your extended supervisory role as a faculty mentor.

Eligibility: All tenured and tenure-track faculty members at the University of Montana-Missoula are eligible to serve as faculty mentors for undergraduate research and creative projects. Non-tenure-track faculty and affiliate faculty may become mentors with the approval of their department chair.

Responsibilities of the Faculty Mentor:

- Explore possible research topics that reflect the student's interests and preparation.
- Identify the knowledge, experience, and skills the student needs to complete the project. The faculty mentor may advise the student to enroll in an appropriate research methods course before embarking upon the project.
- Help the student define and focus the project, including the development of a timetable to assure that the project can be managed within the time frame allotted.
- Help the student determine if his/her project will require approval from a University review committee. Any projects involving research on human subjects must receive approval from UM-Missoula's Institutional Review Board (IRB). Similarly, if the research will involve vertebrate animals, infectious agents, hazardous chemicals, radioactive materials, recombinant DNA, and/or patents and copyrights, the student will need to submit his/her research protocol to the appropriate University review committee for approval. (In some cases, the faculty mentor may already have obtained approval for the research project.) For more information about the research approval process, go to: <http://www.umt.edu/research/complianceinfo>
- Discuss with the student the details of how the proposed research, scholarly, or creative project will be carried out and the features of a good project proposal.
- Review and critique the student's research proposal. Although it is the responsibility of the student to write the proposal in its entirety, it is important that the faculty mentor review the proposal in time for modifications to be made before submission. Keep in mind that the proposal should be understandable by faculty review committee members who are not from the specific field of study represented by the proposal.

- If the student is conducting research away from UM-Missoula, discuss and identify the resources that will be available at the location of the research, including specific individuals to whom the student can turn for guidance.
- If the student is applying for an Undergraduate Research Scholarship or other research funding, the student may request the faculty mentor to write a letter of support, describing the merits of the proposed project and the student's ability to carry it out. This letter of support should be returned to the student in a separate, sealed and signed envelope, to be attached to the student's research funding application.
- Develop a time frame and a system of communication with the student during the project period that will allow for an appropriate balance of mentor guidance and student independence.
- Submit any course or independent study grades related to the completion of the undergraduate research or creative project. For Davidson Honors College students completing a Senior Honors Capstone Project, the faculty mentor should submit final grades for HONR 499 (*Honors Thesis/Project*) to the DHC. Departmental independent study grades for the project should be recorded by the faculty mentor on CyberBear or through the departmental office.
- Assist the student in identifying appropriate forums in which to present his/her research or creative endeavor. All students who receive Undergraduate Research Awards are required to present their research at the UM Conference on Undergraduate Research (UMCUR) or another suitable public venue. Although many students choose to participate in UMCUR, other research conferences or departmental forums may also be appropriate. If possible, faculty mentors should attend their students' research presentations.
- Assist the student in preparing final copy of their undergraduate thesis or final paper for electronic publication. All students who complete a research project funded by an Undergraduate Research Scholarship are required to submit an electronic copy of their undergraduate thesis or final paper to the Mansfield Library through [ScholarWorks](#) before the last day of classes in spring semester, using the [Undergraduate Research Project Template](#) as a formatting guide. **The student's final paper must be reviewed and approved by their faculty mentor before they submit it to ScholarWorks.** If the final paper contains any proprietary material that is not suitable for publication, access can be restricted or embargoed by ScholarWorks. The student researcher should consult with their faculty mentor to determine whether any such restriction is necessary.

Responsibilities of the Student Researcher:

Every undergraduate research and creative project requires thoughtful and sustained collaboration between the student researcher and a faculty mentor. It is the responsibility of the student to seek out an appropriately qualified faculty mentor and obtain their written consent to serve in that role. The essential responsibilities of the student researcher are outlined below.

- Explore possible research topics that reflect your interests and preparation. **Pick a topic that truly interests you.** If you care about the subject, you will pursue interesting questions because you want to know the answers. That will draw you into the subject, enrich your work, and motivate you to sustain the effort needed to complete the project.
- Identify the knowledge, experience, and skills that you will need to complete the project. Your faculty mentor may advise you to enroll in an appropriate **research methods course** before embarking upon the project. Work to define and focus your research or creative project, including the development of a timetable to assure that your project can be completed within the time frame allotted.
- Consult with your faculty mentor to determine if your project will require approval from a University review committee. Any projects involving research on human subjects must receive approval from UM-Missoula's Institutional Review Board (IRB). Similarly, if the research will involve vertebrate animals, infectious agents, hazardous chemicals, radioactive materials, recombinant DNA, and/or patents and copyrights, the student will need to submit his/her research protocol to the appropriate University review committee for approval. (In some cases, the faculty mentor may already have obtained approval for the research project.) For more information about the research approval process, go to: <http://www.umt.edu/research/complianceinfo>
- Discuss with your faculty mentor the details of how the proposed research project will be carried out and the features of a good project proposal.
- Ask your faculty mentor to review and critique your research proposal. Although it is the responsibility of the student to write the proposal in its entirety, it is important that the faculty mentor review the proposal in time for modifications to be made before you submit it for final approval.
- If you intend to apply for an Undergraduate Research Scholarship or other research funding, you may request your faculty mentor to write a letter of support, describing the merits of the proposed project and your ability to carry it out. Ask your faculty mentor to return this letter of support to you in a separate, sealed and signed envelope, to be attached to your research funding application.
- If you plan to conduct research away from UM-Missoula, then you should work with your faculty mentor to identify the resources that will be available at the location of the research, including specific individuals to whom you can turn for guidance.
- Develop a time frame and a system of communication with your faculty mentor during the project period that will allow for an appropriate balance of mentor guidance and student

independence. In many cases, regular weekly or biweekly meetings are optimal to keep the project on track.

- Submit your final paper, essay, or thesis to your faculty mentor by the agreed deadline.
- Consult with your faculty mentor to identify appropriate forums in which to present your research or creative scholarship. All UM students are encouraged to present their research and creative scholarship at the UM Conference on Undergraduate Research (UMCUR), held annually in mid-April. Although many students choose to participate in UMCUR, other research conferences or departmental forums may also be appropriate. Be sure to notify your faculty mentor of the time and location of any public presentation of your research.
- Students should be aware that service in the faculty mentor role is entirely voluntary for any faculty member at UM-Missoula. Bearing in mind the voluntary nature of this commitment, student researchers should always be prompt, courteous, and respectful of their faculty mentor's time. Students should not rely upon their faculty mentor for basic training in expository writing or research methods; rather, students should enroll in appropriate courses to acquire the requisite skills in those areas before embarking upon a research or creative project. Throughout the project, students should be prepared to carry out independent research, keep appointments, meet deadlines, and present well-written and carefully edited documents to their faculty mentor.
- All students who complete a research project funded by an Undergraduate Research Scholarship are required to submit an electronic copy of their undergraduate thesis or final paper to the Mansfield Library through [ScholarWorks](#) before the last day of classes in spring semester, using the [Undergraduate Research Project Template](#) as a formatting guide. **Your final paper must be reviewed and approved by your faculty mentor before you submit it to ScholarWorks.** If your final paper contains any proprietary material that is not suitable for electronic publication, access can be restricted or embargoed by ScholarWorks. Consult with your faculty mentor to determine whether any such restriction is necessary.