

## Student and Faculty Guidelines

### 1. Program Purpose

This program provides competitive awards to undergraduate students in the College of Engineering and Mathematical Sciences (CEMS) who wish to pursue research in collaboration with a faculty mentor. Students are required to submit a research plan describing a specific research project to be completed under the direction of the faculty mentor. **Research plans must be written by the student**, but students should discuss the plan with their faculty mentor before submitting. Applications will be evaluated by a panel of UVM CEMS faculty, and the top ranked applications will be selected for funding. Students are encouraged to present their research at the annual UVM Student Research Conference, and in some cases results may be suitable for presentation at regional or national conferences and/or for archival publication.

### 2. Eligibility

The *CEMS Summer Research Experience for Undergraduates* awards are open to all full-time CEMS undergraduates at the University of Vermont. Any CEMS faculty member may act as a student's mentor. The research conducted under the scholarship may be in any area of research coincident with the research interests of the CEMS faculty. These awards are intended to facilitate undergraduate research experiences that are over and above work normally conducted in the context of courses taken for academic credit. Mentored student research projects that are not associated with a for-credit course or with for-credit summer research are thus eligible for CEMS REU awards. The research may be on the same topic as a student's honors thesis.

### 3. Application Process

Each student applicant is required to submit the following:

- 1) A CEMS Summer REU *Cover Page*
- 2) A *Project Description* describing proposed research

The Project Description must be written by the student, not exceed 1 page (12 pt font), and provide:

- i) a short description of the research project to be performed,
- ii) the significance of the proposed research,
- iii) description of the facilities necessary for carrying out the project, and
- iv) the student's interest and preparation for the project (e.g. specialized skills or knowledge).

3) A *resume* for the student proposer, not more than **1 page** including the student's current GPA as well as a list of specific courses relevant to conducting research in the proposed area. It is the responsibility of the student to demonstrate that they have the qualifications to successfully carry out the research.

4) A *short curriculum vitae* for the faculty mentor, not more than **2 pages (in NSF style)**, indicating the faculty member's expertise in the research area and his/her experience supervising students.

## 4. Application Submission

Apply on Handshake at <https://uvm.joinhandshake.com/jobs/8480361>, Job ID# 8480361

All of the above documents must be submitted to complete your application.

- Students should save their application materials as one **.pdf or .doc file** titled “Summer REU-FirstLastName”
- Applications become available on **Friday, January 5, 2024**. Submissions are due by **5:00PM on Friday, March 1, 2024**.

## 5. Timeline

I. Applications become available beginning **Friday, January 5, 2024**. Applications must be submitted via **Handshake at <https://uvm.joinhandshake.com/jobs/8480361>**

II. Students must submit their application electronically by 5:00PM on **Friday, March 1, 2024**.

III. Awards will be announced in early **April, 2024**.

IV. Budget accounts will be available for use by student researchers by the end of **April 2024**.

V. All project funds must be used by **August 30, 2024**. Accounts will be closed and funds will not be accessible or reimbursable thereafter except in unusual cases with explicit prior approval.

VII. Students are encouraged to present their work at UVM's annual the Student Research Conference.

## 6. Award & Budget Information

I. We anticipate that approximately 5 awards given in the Summer 2024 program.

II. Each award will provide a summer research stipend in the amount of \$6,000 to the student, with \$3,000 coming from a faculty grant and \$3,000 coming from the CEMS Dean's office.

III. The faculty mentor, by signing the cover page, agrees to provide half of the funding for the student stipend and to provide appropriate mentorship for the student throughout the summer period.

## 7. Evaluation

Applications will be evaluated based on the quality of the proposed research, the value of proposed research experience for the student, and the record of the proposed faculty mentor with regard to his/her ability and availability to provide sound mentoring in the proposed research area. Consideration will be given to the content, grammatical correctness, and lucidity of the narrative in student writing. Evaluators will also consider whether the student has made clear their qualifications to carry out the research, and whether the research can be successfully completed within the proposed budgetary, time, and facilities constraints. Each application must clearly document the student's original contribution to a research endeavor, especially if the project is part of a larger faculty research project. Applicants collaborating on a larger project must submit separate applications identifying their individual roles and expected contributions.

## 8. Evaluation Process

Each proposal will be evaluated by a review panel of CEMS faculty. The Associate Dean for Research shall make the final decision on the awards. Once the awards have been made, a letter will be sent to students and faculty mentors detailing how the awards will be implemented. Students must work with their faculty mentors to access the operating funds.

## Questions?

Send an email to: Jeff Marshall, CEMS Associate Dean for Research at [jmarshal@uvm.edu](mailto:jmarshal@uvm.edu) .