

Undergraduate Research Fellowship Checklist

<p>Website materials (due May 1st for all fellows, regardless of appointment)</p> <ul style="list-style-type: none">• Headshot• Action Shot (due 2-3 weeks after start of fellowship)• Project title	<p>Initial Report (due 1 week after 1st day of semester)</p> <ul style="list-style-type: none">• Research plan• Signed or forwarded by mentor• Memorandum of Agreement (MOA)	<p>Progress (or Final) Report (due by end of each semester on fellowship)</p> <ul style="list-style-type: none">• Accomplishments• Goals for next semester (if applicable)• Signed or forwarded through email by mentor	<p>Assessment Survey (due at fellowship conclusion)</p> <ul style="list-style-type: none">• Sent directly to UGResearch office and college sponsoring fellowship
<p>Capstone Experience</p> <ul style="list-style-type: none">• Professional presentation of research• Submission of Research Highlight			

Explanation of required materials

Website materials: The purpose of the website materials is to announce the selection of new fellows, mentors and projects for the upcoming year. All materials are shared with the college(s) that co-sponsored the fellowship.

- ✓ *Headshots* can be scheduled with Photographic Services and there is no charge if you tell them it is for the Undergraduate Research Fellowship program. All headshots MUST be taken by Photographic Services. You should request that the photo be sent to you and to our office (undgres@auburn.edu). Headshots are very handy if you receive other awards or honors. All photos should be sent as high-resolution *.jpg files.
- ✓ Headshots, although very professional, are a bit boring, so we ask you to also provide an *“action”* shot that captures you engaged in your research. These are used in feature articles. If you need someone to take a photo, let us know.
- ✓ *Project titles* provide a basic explanation of what you are studying or a description of your research question. Titles should not be overly technical and should be less than ~ 200 characters.

Website materials (*headshot and title*) are due May 1st for all fellows (even those who are not starting in the summer). High-resolution *action shots* should be provided as soon as possible but no later than 3 weeks after your fellowship begins.

Initial reports: The purpose of the initial report is to stimulate a conversation between you and your research mentor so that you have the same expectations for your research project. This report reflects a common understanding of the number of hours per week expected, project milestones, safety or ethical aspects of the project (if applicable), and a schedule for periodic meetings to discuss progress. To use an overworked expression, the initial report (written by you and forwarded by your mentor) ensures that everyone is “on the same page” with respect to your project and expectations. The initial report is due

within one week of first day of the semester that you begin your fellowship. Once you have composed the report, send it to your mentor as an email attachment. The mentor can express their approval of the report by forwarding the report to undgres@auburn.edu.

Topics for discussion with the mentor include:

- Specific purpose or objectives of your research
- Goals or milestones for each semester, beginning with summer (for year-long fellows)
- Professional products of your fellowship (publication, presentation)
- Authorship expectations
- Human subjects approval or research ethics training requirements
- Time-management structure (e.g., Will you be working a set schedule? When will you meet with your mentor?)

Progress/Final reports: These 1-2 page reports are due at the end of each semester during which you are a part of the fellowship program. The purpose is for you and your mentor to reflect on your project accomplishments thus far and to discuss your goals for the upcoming semester. The progress report may serve as the *Final Report*, if you are on a summer or one-semester appointment only. For students with fellowships that extend beyond one semester, the progress report must be approved by the mentor and submitted before the next semester's stipend increment is paid. The recommended format is:

- a. Name, Title, mentor department
- b. Allocation of time
- c. Specific accomplishments over course of semester
- d. Results or findings
- e. Comparison of actual progress to anticipated goals; discussion of obstacles
- f. Identification (refinement) of specific goals for upcoming semester

Post-Fellowship Assessment Survey: The purpose of the post-fellowship assessment survey is to get you to reflect upon your fellowship experience and how you may have benefited from it (we hope that you did!). It is also a means for us to collect data on your research accomplishments (how many presentations, publications, etc., you have made) and to gather testimonials that will help us expand support for the program. This is your chance to "give back" to the program in the sense that we use information from the survey to garner financial support for future student researchers and to improve the program. You will be sent a copy of the post-fellowship assessment survey near the end of your fellowship appointment. It is due at the termination of your fellowship. A portion of the stipend will be withheld until all fellowship materials, including the assessment survey, are received.

Capstone Experience: The capstone experience represents the professional culmination of the student's research. All fellows are required to present their research results at the annual Student Symposium (part of the university-wide "This is Research" event). In addition some students make a presentation at a conference in their own discipline. All students are required to submit a Research Highlight to the *Auburn University Journal of Undergraduate Scholarship* for publication consideration. Details are available at www.our.auburn.edu/ajus.