INTRODUCTION
The Independent College Fund of New Jersey Undergraduate Research Symposium allows students to participate in research early in their higher education experience to combat one of the reasons cited for students leaving a STEM major “desire for increased time spent in well-resourced labs.”

The educational and professional development of students in STEM majors to support the science, technology, engineering and math pipeline is the primary goal of the ICFNJ Undergraduate Research Symposium. All undergraduate participants are provided new opportunities to connect classroom learning to real world applications, develop presentation & communications skills, build peer networks, and engage with industry professionals -- factors identified as positive contributors to student retention in STEM majors.

Complimentary to the individual student research experience is the resulting enhanced participation in the classroom, transfer of technical knowledge and peer support that builds enthusiasm for STEM majors in other students.

Improving the undergraduate research experience is integral to meeting the pressing national need for more STEM majors.

PARTICIPANT OVERVIEW
Students from ICFNJ’s 14 member colleges and universities are eligible to apply to participate in the Symposium. Priority is given to students in STEM majors but any student may submit an application for consideration.

By submitting an application, students agree to conduct the outlined research over the course of a semester, submit an interim progress report, prepare a single page abstract for publication in the Symposium Program Book, and participate in the one day symposium in March. Acknowledgement of these criteria is endorsed by the student, supervising faculty and academic dean. (*Failure to comply with any one of these elements could result in reimbursement of funds to ICFNJ.*)

Successful candidates will receive up to $1,000 to offset research expenses including research stipends. Funding for the Symposium is provided by corporate and foundation partners who share in our commitment to increase the number of students who enroll in their member institutions to pursue STEM disciplines and to raise the retention rate of students enrolled in STEM programs.

Participants in the Undergraduate Research Symposium have an opportunity to interact with industry professionals, member institution faculty, and business professionals in a judged competition designed to build the workforce skills. All students receive feedback on their written and poster presentations.

SYMPOSIUM SPONSORS
AWARDS
ICFNJ will provide up to 28 awards (a maximum of $1,000 per project) according to the Participant Guidelines. Participation in the Undergraduate Research Symposium is based on a competitive application process open only to New Jersey independent college students as outlined in the eligibility criteria. The actual number of awards will depend on the quantity and quality of applications received.

GUIDELINES AND APPLICATION
The Participant Guidelines and the application forms have been attached. The information packet is provided for distribution to students through Department Deans and Faculty members who engage with students interested in conducting independent research.

To allow students an opportunity to conduct research through the fall semester and winter Break, ICFNJ has established an initial application deadline of September 9, 2016. All submitted applications will be reviewed at that time to determine initial funding awards. Additional applications will be accepted until September 30th or until all funds have been disbursed. For the best chance of receiving funds submit an application as early as possible. Please note the full time table for participants below.

All completed submissions should be sent to:
Independent College Fund of New Jersey
Attn: Research Symposium Review Committee
797 Springfield Avenue
Summit, NJ 07901
Tel: 908/277-3424 Fax: 908/277-0851
Email: luhrig@njcolleges.org

PROJECT TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 18, 2016</td>
<td>Call issued for Research Proposals – Announcement sent to all member institutions</td>
</tr>
<tr>
<td>September 9, 2016</td>
<td>Initial Deadline for Proposal Submissions</td>
</tr>
<tr>
<td>September 16, 2016</td>
<td>Initial Application Awards announced; Funds issued to member institution of successful applicants</td>
</tr>
<tr>
<td>September 30, 2016</td>
<td>Final Deadline for Proposal Submissions</td>
</tr>
<tr>
<td>October 7, 2016</td>
<td>Final Application Awards announced; Funds issued to member institution of successful applicants</td>
</tr>
<tr>
<td>November 11, 2016</td>
<td>Interim Progress Report Due from all student researchers (signature of supervising faculty required)</td>
</tr>
<tr>
<td>January 27, 2017</td>
<td>Research Concludes</td>
</tr>
<tr>
<td>February 17, 2017</td>
<td>Abstract of research finds due to ICFNJ</td>
</tr>
<tr>
<td>March 6, 2017</td>
<td>Research Symposium – Date and Location to be Announced</td>
</tr>
</tbody>
</table>

QUESTIONS
Please refer any questions to MaryAlice W. Breuninger, Development Officer, mabreuninger@njcolleges.org.
ELIGIBILITY
Undergraduate student applicants must meet the following criteria:
- Full-time enrollment at an ICFNJ college or university
- Pursuing first undergraduate degree at the time of application
- Participating or planning first independent research study
- Have a cumulative GPA of 2.5 or better
- Ability to complete all research by January 27, 2017
- Commit to participation in Undergraduate Research Symposium
- Secure endorsement of Supervising Professor and Academic Dean

QUALIFYING ACTIVITY
All proposals must be prepared and written by the student(s) with faculty oversight and represent independent research. Research may be an extension of current projects but must demonstrate an original focus and projected outcome.

Research must be conducted by the student(s) with faculty guidance and responsibility for the work. Faculty will be asked to monitor progress and endorse the interim report.

DEADLINES
Grant proposals should be typed and professional in appearance. Packets should be submitted according to the Project Timeline, to ICFNJ, 797 Springfield Avenue, Summit, NJ 07901, Attn: Research Symposium Review Committee or via email, luhrig@njcolleges.org.

REVIEW AND SELECTION
Proposals will be evaluated by a panel consisting of, but not limited to, inter-institutional faculty and professional staff, ICFNJ Business Trustees and professional staff, industry professionals. All decisions are final.

To ensure a level of conformity to the program goals, eligible proposals will be evaluated on the following criteria:
- Research Merit (does project qualify as independent student research)
- Educational Benefit (student will gain additional knowledge and skills)
- Professional Development (student is prepared and committed to participation in Symposium)
- Appropriateness of the Proposed Research Method or Approach
- Capability of Applicant and/or Faculty Sponsor to Conduct the Proposed Activity
- Appropriateness and Feasibility of the Proposed Budget

ICFNJ reserved the right to act to ensure broad participation by its member institutions.

The award notification will be sent to the President of the College or University with additional copies sent to the Academic Dean and faculty sponsor. All funds will be distributed to the President, or their assigned, for disbursement as required.
PROPOSAL CONTENTS

The proposal includes 7 specific components. An application will be considered incomplete if any element is not included. Incomplete applications will not be considered.

Application

1. * Application Form to be completed by student(s)
2. * Student Activity and Responsibility Form to be completed by student(s)

Letters of Recommendation and Qualification

3. * A completed letter of recommendation form (a separate form is required for each student)
4. * Faculty Member Endorsement & Qualifications Form. Letters of support from other off-site or non-faculty key personnel must also be included.

Project Description

5. Proposal Abstract (not to exceed 250 words)
6. Narrative of proposed project (not to exceed four pages) must include each of the following:
   a. Rationale for proposed research
   b. Relevant background literature
   c. Research procedures to be employed
   d. Specific means of evaluation of findings
   e. Significance of the potential findings
   f. Minimum of three primary literature sources, but no more than six references

In preparing the Narrative, the writer should assume the reader has little background in the specific research topic avoiding the use of professional or technical jargon to the extent possible. Explain the rationale for the proposed research clearly and explicitly. Each grant request should demonstrate a specific focus and any evidence of preliminary work should be included to ensure that the research and its timetable are feasible.

Budget

7. * Itemized Budget (preparation guidelines are provided separately)

The proposal should include an itemized budget. Each budget item requires justification. Faculty stipends are not allowed. At the discretion of the ICFNJ Research Review Committee, budget item maximums may be imposed on certain expenses.

*Form has been provided.

RESEARCH SUMMARY

Each student grant recipient will be required to prepare and submit by February 17, 2016, a one-page abstract (summary) of their research findings. The abstract serves as one of the components judged as part of the Undergraduate Research Symposium.

In addition, the student will be required to prepare a research poster to be displayed at the ICFNJ Research Symposium. Students will be interviewed and judged on poster presentation by academic, industry and corporate leaders on their ability to answer questions regarding their project.
ADDITIONAL FUNDING
ICFNJ recognizes that funding requirements for a research project may extend beyond the funding the maximum award of the Undergraduate Research Symposium. Should any proposal submitted to ICFNJ required funds from other resources to move the research forward this dependency should be noted as part of the original proposal. If the proposal is selected for funding by ICFNJ Selection Committee, the other required grants must be approved prior to the time of the ICFNJ award.

All funders will be recognized in the Symposium Program Book.

QUESTIONS
Please refer any questions to MaryAlice W. Breuninger, Development Officer, mabreuninger@njcolleges.org.
STUDENT INFORMATION

Last Name: ________________________   First Name: ___________   M.I.: __

Student Address:  

Home

Street ___________________________   City ___________________________   State __ Zip __________

Phone _______________________________   Email __________________________

Campus

Street ___________________________   City ___________________________   State __ Zip __________

Cell _______________________________   Email __________________________

Major: ____________________________   Minor: ____________________________

Class of: _______   Credits completed at time of application: _______   GPA: _______

PROJECT

Title: ________________________________________________________________

______________________________________________________________

College: ____________________________________________________________   Start Date: ____________

Department: __________________________________________________________   End Date: ____________

FACULTY SPONSOR

Name: _______________________________   Department: ____________________________

Title: _______________________________   Phone: _______________________   Ext.: _______

Email: _______________________________   

Faculty Signature: _______________________________   Date: ___________________

Your signature indicates that you support the research outlined, commit to serving as a resource and advocate for the student, and confirms your participation in the Undergraduate Research Symposium.

DEPARTMENT DEAN

Name: _______________________________   Department: ____________________________

Title: _______________________________   Phone: _______________________   Ext.: _______

Email: _______________________________   

Faculty Signature: _______________________________   Date: ___________________

Your signature indicates that the research undertaken in this project fully complies with your institutions policies and regulations.
STUDENT INFORMATION
Last Name: ___________________________________________  First Name: ___________________  M.I.: ______

PROJECT
Title: ______________________________________________________________________________________
Institution: __________________________________________________________________________________

RESEARCH PREPARATION AND GOALS (approximately 500 characters per section):

1. What preparation have you made (or how would you describe your qualifications) to conduct the project?
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________

2. What three learning outcomes/goals that you hope to achieve?
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________

Student Signature: _________________________________  Date: ______________________
**STUDENT INFORMATION**
Last Name: _____________________________  First Name: _____________________________  M.I.: ______

**PROJECT**
Title: ____________________________________________________________________________
Institution: ________________________________________________________________________

**RECOMMENDATION**

The person whose name appears above is applying for a research opportunity through the Independent College Fund of New Jersey. The Selection Committee will consider multiple factors in reaching its decision. A candid evaluation from you will be of great assistance. This form is for your convenience; however any additional comments are welcome. **Please feel free to attach an additional page.**

1. How long and in what capacity have you known the applicant?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

2. In selecting a candidate to conduct research, the Selection Committee would like to learn how this candidate is distinguished from other candidates. Please comment on the applicant's academic ability, personal character and/or ability to make significant contributions to his/her future profession.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

**CONTACT INFORMATION:**
Signature: _____________________________  Date: _____________________________
Name: _____________________________  Department: _____________________________
Title: _____________________________  College/University: _____________________________
Telephone: _____________________________  Email: _____________________________
STUDENT INFORMATION
Last Name: ___________________________ First Name: ___________________ M.I.: ____

PROJECT
Title: ________________________________________________________________________________

Institution: _____________________________________________________________________________

ENDORSEMENT (approximately 300 characters per section):

1. How will you document student hours spent on this project, work performed by the student(s), and report the information to ICFNJ?
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

2. How will you support the student(s)?
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

3. What learning outcomes/goals do you expect your research participant(s) to achieve?
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

FACULTY SPONSOR
Signature: _______________________________________________________________________________ Date: _________________________________
Name: ___________________________________________________________________________________ Department: ___________________________
Title: ___________________________________________________________________________________ College/University: _______________________
Telephone: _______________________________________________________________________________ Email: _________________________________
STUDENT INFORMATION
Last Name: ___________________________  First Name: ___________________  M.I.: ______

PROJECT
Title: ________________________________________________________________________________
Institution: ____________________________________________________________________________

BUDGET (please provide a description of expense items):

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Description/Item Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Budget</td>
<td>Total not to exceed $1,000.</td>
<td>$_______</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Purchased with funds received through an ICFNJ grant becomes the property of the ICFNJ member institution and disposition will be at the discretion of the institution's Academic Dean. Funds may be requested for specialized hardware or software additions to existing technology.</td>
<td>$_______ $_______ $_______</td>
</tr>
<tr>
<td>Supplies</td>
<td>Include general items required to conduct, record and report on project.</td>
<td>$_______ $_______ $_______</td>
</tr>
<tr>
<td>Travel</td>
<td>Includes mileage, airfare, meals and lodging. Travel expenses should be relevant to conducting research.</td>
<td>$_______ $_______ $_______</td>
</tr>
<tr>
<td>Student Stipend</td>
<td>May be used for funding at a rate of $9 per hour. Sponsoring faculty member(s) are responsible for providing justification for the estimated number of hours needed to complete the project and provide approximate dates for the span of time encompassing primary work involved in the project. No student stipend is to be paid for work resulting in academic credit.</td>
<td>$_______ $_______ $_______</td>
</tr>
<tr>
<td>Other</td>
<td>Indicate all other costs involved with the project.</td>
<td>$_______ $_______ $_______</td>
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</tbody>
</table>