

# Undergraduate Research Assistant Program Instructions

**Faculty** will have the following information to submit into the online form:

- IRB/IACUC/IBC approval information (if applicable)
- Requested student name and ID number
- Information about previous URAP awards
- A brief overview of the study, the questions you seek to answer, the research methodology, and plans and timeline for presentations, publications, and external grant submissions that will be facilitated by this URAP funding. (1-2 paragraphs)
- The primary tasks the student will be engaged in and the learning goals that are associated with these tasks. Please note how the student's work is essential to the overall project. (1-2 paragraphs)
- **Summer research must occur remotely**, so please describe your plan for the student completing research tasks remotely and for your remote student supervision.
- **For Fall research**, it is not yet clear what the policy will be, so feel free to apply for research to occur on campus; however, please also include feasibility, options, and plans for conducting research with social distancing and remotely if needed. If it is not possible to complete the research remotely, please indicate. Once we find out university policies, we will make decisions accordingly.
- If submitting a request for a second undergraduate research assistant, you must complete an application for each student. Please include a rationale for why additional support is needed for your project(s) and what you expect to accomplish if you receive funding for a second undergraduate research assistant. Be sure to tailor each application to the student for which you are applying and indicate which student should receive priority consideration.
- The student's qualifications, ability to do the work, any weaknesses in the student's record (e.g., poor performance in key courses, challenges with time management), and how those challenges will be overcome. (1 paragraph)

**Students** will have the following information to submit into the online form:

- Student name, ID number, e-mail, major, minor, year in program
- Total credit hours earned, expected graduation term, expected graduation year
- Previous URAP funding, faculty sponsor(s), other work
- Describe why you are interested in this particular research project. (1 paragraph)
- What specifically do you hope to learn from doing this project? (1 paragraph)
- **How will you complete the research remotely for summer and/or fall? Remote research is required in the summer. For the fall, please indicate options and plans for research on-campus, with social distancing, and remotely.**

## Purpose and Objectives

The Undergraduate Research Assistant Program (URAP) has been created to support DePaul faculty in their pursuit of research and the creation of knowledge. This program has a dual purpose:

- 1) To provide valuable learning opportunities and financial support for undergraduate students to assist and collaborate with faculty members who conduct research projects and are engaged in scientific activities, and
  - 2) To offer support to faculty engaged in research, consistent with DePaul University's commitment to the pursuit of scientific knowledge.
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The Undergraduate Research Assistant Program (URAP) affords undergraduate students a distinctive opportunity to become actively involved in the planning and implementation of scientific research and in the dissemination of knowledge internal and external to the university community. This opportunity contributes to the students' overall academic experience. It more effectively prepares those students intending to pursue graduate or professional studies, as well as for those pursuing careers in which they are required to develop and conduct similar projects. The undergraduate research assistants will provide faculty members at DePaul with support needed for their research endeavors. This program is intended to provide direct assistance on individual or collaborative faculty research projects that are new or ongoing.

### **Eligibility**

Full-time faculty members of the College of Science and Health, including those on research leave, are eligible to apply for undergraduate research assistants. Undergraduate assistants may be assigned to either individual faculty members, or two or more faculty who are collaborating on a project or activity. The faculty member and a pre-selected student apply together.

All full-time undergraduate students in the College of Science and Health and related fields who have attained at least sophomore status (48 hours) are eligible to apply.

Valid work authorization and being fully hired by student employment is required before any work can be started for the URAP program.

### **Conditions**

We expect that most faculty will be applying to work with one undergraduate research assistant in any given quarter; however, on occasion, faculty have unusual circumstances that result in the need for a second student. Faculty may therefore apply for **up to two** student assistants per quarter. **If applying for more than one undergraduate research assistant, the faculty member must submit one application for each student.** Faculty members applying for more than one student assistant for any quarter must include in their project description a justification for the need for a second student assistant, as well as an indication of which student applicant should receive priority consideration. The probability of funding for the second student is lower than the first student and will only be considered if funding is available once all faculty URAP proposals have been evaluated. Requesting a second student does not decrease your probability of funding for your first-choice student.

A faculty member may apply for an undergraduate research assistant for 1 or 2 quarters with one application. There is no limit to the number of consecutive quarters in which faculty may work with an assistant, but the application must be explicit about which quarter(s) the student will work.

Each quarter, the faculty member is to evaluate the performance and progress made by the student(s) through work on the project. The student is to evaluate the experience as a learning process. This is especially important in evaluating repeat applications for assistants by faculty members. Evaluations are returned to Dr. Susan D. McMahon, Associate Dean for Research, at [CSHResearch@depaul.edu](mailto:CSHResearch@depaul.edu).

### **Job Description and Expectations**

This program is intended to provide students a substantive work experience; that is, *undergraduate research assistants should not be used as general clerical help*. Assistants can help in areas such as,

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but not limited to, library research, data collection and analysis, preparation of manuscripts, etc. Students will work a total of **75 hours per quarter and may apply to work two consecutive quarters, for a total of 150 hours.**

Students are expected to present their work at the *Undergraduate STEM Research Showcase*. In addition, students are encouraged to submit a manuscript based on their research for the CSH Undergraduate Research Journal, *DePaul Discoveries*, by **February 1**. For more information about submitting your work internally at DePaul, please follow this [link](#).

### **Independent Study/Experiential Learning**

The undergraduate research assistant may be eligible for internship, independent study, and/or experiential learning credit, contingent on the approval of the department from which the student is seeking such credit, and, if so, the experience should also be considered to meet the Experiential Learning requirement. The student may earn up to 4.0 credit hours per quarter at the discretion of the supervising faculty member and the sponsoring department. If faculty and departments wish to grant credit for students accepted into this program, they will need to enroll students in a course/independent study accepted by the Liberal Studies program as meeting the Experiential Learning requirement, or design such a course and take it through the established approval process.

### **Stipend**

Students will be compensated for 75 hours of work per quarter at \$14 per hour, totaling \$1050 for that quarter. **Students are eligible to work for two consecutive quarters, totaling 150 hours (\$2100).**

### **Criteria for Evaluating Proposals**

Members of the CSH Research and Faculty Development Committee will evaluate proposals in light of the following:

1. The student's qualifications for Research Assistant work.
2. The value of the research project itself.
3. The project's potential to provide real involvement and positive learning outcomes for the undergraduate research assistant.
4. Equitable distribution of available assistantships.
5. Special consideration of first-time faculty applications, and applications by pre-tenure faculty.
6. The likelihood of the proposed project leading to a peer-reviewed publication.
7. The likelihood of the proposed project leading to external funding.
8. **The ability to complete the project remotely for summer; this will not be a criteria for fall research.**

The committee will forward its recommendations to Academic Affairs who will grant final approval.

Faculty may submit their application online [here](#). Students may submit their application online [here](#). Any other questions should be directed to **Dr. Susan D. McMahon**, Associate Dean for Research at [smcmahon@depaul.edu](mailto:smcmahon@depaul.edu).

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