

# CUGR Academic Year (AY2021) Fellowship/MSGC YR30 - Faculty Contract

Thank you for mentoring a CUGR Academic Research & Creative Activities Fellowship or an MSGC YR30 Awardee. This contract outlines the process to receive the approved funds for the awarded research, the timeline to spend the funds, and the award and reporting requirements.

Please read the policies and procedures outlined in this contract carefully. Completion and submission of this contract indicates that you, as a faculty mentor, have read and agreed to the terms and conditions of this award. The student recipient and faculty mentor must complete each respective contract to start the process. Please make sure you have signed in to your [@maine.edu](mailto:maine.edu) account before completing the contract and electronically submitting it.

Any questions regarding this contract should be directed to the CUGR staff at [cugr@maine.edu](mailto:cugr@maine.edu).

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The respondent's email (**null**) was recorded on submission of this form.

\* Required

## 1. Email \*

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### Performance Period (Undergraduate CUGR/MSGC -November 1, 2020 - May 1, 2021; Graduate MSGC December 2020 - May 2021)

Please mark your calendars for these important dates and deadlines related to your fellowship award.

The performance period and timeline of this award, pending completion of this contract, is from November 1, 2020 - May 1, 2021.

Final Reports are due no later than May 14, 2021.

## Responsible Conduct of Research (RCR)

Undergraduate students funded by a CUGR Fellowship award or MSGC award are required to complete the Responsible Conduct of Research training. Those students who have previously completed the Responsible Conduct of Research training can send their certificate to [cugr@maine.edu](mailto:cugr@maine.edu). Students are responsible for taking the training, via the link below. Faculty attendance is not required for the training.

RCR Training: [https://umaine.qualtrics.com/jfe/form/SV\\_bOT9J4HtcSmpYmF](https://umaine.qualtrics.com/jfe/form/SV_bOT9J4HtcSmpYmF)

Please note, registrants will need valid [@maine.edu](mailto:@maine.edu) credentials to access the form.

Please note that this training does not satisfy the graduate RCR requirement.

The training is valid for four years; it is not an annual requirement.

If you need assistance with registration please contact the Office of Research Compliance.

## Final Report

A final report is due on May 14, 2021.

Your written report is a more complete summary of your work. Final reports should be no more than four pages (using single spacing) – including graphs and charts and no less than two pages. Font – Use Times New Roman or Arial font, 12 point font size.

– Line Spacing – Use Single and a half Spacing (1.5)

The report should include:

1. Introductory Information in the following order: (Centered)  
Title of Your Research Report (Use Bold Formatting)  
Student Researcher: Your First Name, Middle Initial, Last Name  
Advisor: Name of Your Advisor  
Name of College / University You Attend (Use Underline Formatting)  
Name of Your Department
2. Abstract
3. Project objectives (a discussion of your objectives)
4. Methodology used
5. Results obtained
6. Significance and interpretation of results
7. Self-assessment of the project success
8. Publications and follow-up proposal resulted from this award
9. Figures/Charts
10. Acknowledgments and References

Final Reports should be submitted at the following url: <https://tinyurl.com/CUGR-FinalReport>

2. I have read and understood the RCR training certification requirement, the award \*  
performance period, the Final report criteria, and deadlines and I agree to  
mentor the student recipient through this award.

*Check all that apply.*

Yes

UMaine  
Student  
Symposium

All award winners are required to present their research results at the 2021 UMaine Student Symposium, which will be held Friday, April 16th, 2021. Award recipients are required to submit an abstract to the UMaine Student Symposium during the designated "Call for Abstracts". This is separate from the abstract submitted for this Fellowship award, though students can use the exact same abstract if desired. Announcements will be made in the Fall and Spring EPIC CUGR newsletters as well as on the CUGR website and social media platforms. Please fill out the required information in this contract before electronically submitting it.

3. I understand the student recipient must submit an abstract and present at the \*  
2020 Research Symposium by the stated deadlines

*Check all that apply.*

Yes

Awards  
Funds  
Policy and  
Procedures

Graduate MSGC: Students will receive the \$6000.00 Fellowship in four equal payments of \$1500.00 at the end of February, March, April, and May. The timeline to spend this award is December 2020 - May 2021.

For Undergraduate CUGR and Undergraduate MSGC: Students will receive the full amount (\$1200.00) as two payments (stipend). \$600.00 mailed by check after we've received a signed contract and other necessary forms. The other \$600.00 will be mailed to the students after the Student Symposium which will be held on Friday, April 16th, 2021. Research supplies, travel costs, and other parts of the budget will be paid by the student with the funds supplied.

All terms of this contract must be fulfilled by the determined deadlines or the student award recipient may be required to return the monetary funds and their fellowship may be terminated. If you have any questions or concerns contact CUGR Office at [CUGR@maine.edu](mailto:CUGR@maine.edu).

The timeline to spend this Undergraduate CUGR and Undergraduate MSGC award is November 1, 2020 - May 1, 2021.

Specific forms and instructions for receiving the award (stipends) are detailed within the student contract.

### Faculty Mentor Information

4. Faculty Mentor First Name \*

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5. Faculty Mentor Last Name \*

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6. Faculty Mentor Campus Mailing Address \*

Include Room #

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7. Faculty Mentor Telephone \*

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8. Faculty Mentor Employee ID # \*

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9. List any graduate students or faculty members who will co-mentor student recipient \*

e.g. anyone besides the faculty mentor listed on the proposal that will be mentoring the student throughout the performance period or anyone who may contact CUGR staff regarding award questions, award funds, purchasing requests, etc. (graduate students, faculty members, department financial administrators)

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10. Number of Students You are Mentoring? \*

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11. Student Researcher's Name(s):(First,Last) \*

\*Please list all the students that you are mentoring

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Department  
Unit  
Information

Department Unit and Department Contact is based on Faculty Mentor's  
Department not Student award recipient

12. Department Unit \*

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13. College / Research Center \*

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14. Department/Unit Contact Name \*

Administrative Specialist: Person who will coordinate with CUGR staff in regards to handling expenditures  
and award reimbursements

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15. Department Contact Email \*

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16. Department Contact Telephone \*

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17. Department Chair Name \*

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18. Department Chair Email \*

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Digital Signature

I confirm that I have read and agree to the terms of this contract.

19. Enter your full name here \*

e.g. Alan J. Smith

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