

Project Title:

Titles should be written with the first letter of every word capitalized.

Example: “This Is How Your Title Should Be Written”

Write this to get people's attention! You want a good eye catching title that'll capture the attention of your audience.

Abstract:

An abstract is an introduction or summary, it's your first impression. The abstract should contain a concise overview of the project. The word limit for this abstract is no more than 1000 characters. Within your abstract you should include: an introduction should be made up of 1-3 sentences, include the topic and provide the necessary background. You should state the challenge or problem. How do you plan to solve this problem or question? What is your goal? Provide the reader with a review/project summary. Get people excited about what you are doing. This paragraph must be easy to read by the target audience, in this case it's a group of faculty from all disciplines. Your abstract should be clear and concise and be able to stand-alone as a document. Make sure not to use too much technical jargon or too many acronyms. Be sure to have two or three people read and give you constructive feedback on your abstract before you submit.

- The rubric for your abstract reads as follows:
 - 1- It is unclear what is being proposed
 - 2- Poorly written, omissions, vague, unmanageable objectives, little chance for success
 - 3- Not clear, verbose, field-specific jargon, not clear if the project is innovative
 - 4- Hard to follow, processes unclear, objective do not seem entirely manageable, likelihood of success is questionable
 - 5- Description is adequate though lacks clarity, is not concise, needs general picture
 - 6- Description is somewhat clear, is somewhat concise, processes appear mostly manageable, has moderate likelihood of success
 - 7- Description is mostly clear and generally easy to understand, processes appear mostly manageable, project contains some original aspects
 - 8- Description is clear and generally easy to understand, no jargon, logical plan for manageable execution of project, project contains some original and innovative aspects, has a moderately high likelihood of success
 - 9- Description is clear and concise, logical plan for manageable execution of project, contains original and innovative aspects, has a high likelihood of success

- 10- Description is clear and concise, and easy to understand; processes are well stated, manageable and comprehensive; contains significant original and innovative aspects; has the highest likelihood of success

Project Description:

The Project Description should go into more detail about your project, fully explaining the ideas you touched upon in your Abstract. The Project Description has a word limit of 10,000 characters (including spaces). Describe the objectives of the research, the importance of the project to the field, and how the project will be accomplished. Discuss how the project fits into your academic program and interests.

Proposal reviewers will come from a variety of disciplines; therefore, the proposal should be written in general terms with sufficient details to allow for scholarly review. If you have submitted this proposal to other funding programs, please include that information within your description.

- The rubric for the project description is looking for the following: research objectives; importance to the field; how project will be accomplished; how project fits into applicant's academic program and reads as follows:
 - 1- It is unclear what is being proposed
 - 2- Poorly written, omissions, vague, unmanageable objectives, little chance for success
 - 3- Not clear, verbose, field-specific jargon, not clear if the project is innovative
 - 4- Hard to follow, processes unclear, objective do not seem entirely manageable, likelihood of success is questionable
 - 5- Description is adequate though lacks clarity, is not concise, needs general picture
 - 6- Description is somewhat clear, is somewhat concise, processes appear mostly manageable, has moderate likelihood of success
 - 7- Description is mostly clear and generally easy to understand, processes appear mostly manageable, project contains some original aspects
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 - 10- Description is clear and concise, and easy to understand; processes are well stated, manageable and comprehensive; contains significant original and innovative aspects; has the highest likelihood of success

Timeline:

The timeline should break down what you will do and when during the performance period of November 1, 2023 - May 6, 2024. The timeline should be presented in a listed format and be broken down weekly or monthly. Include a detailed description of what project tasks will be completed during each given time range.

Example:

November 2023: Conduct preliminary research, reading findings from previous researchers in the field.

December 2023: Prepare materials for project work/prepare questions

January 2024: Conduct interviews with participants/work in lab

February 2024: Compile and organize responses/results

March 2024: Use compiled results to draw conclusions and begin working on summary

April 2024: Finalize conclusions and identify key pieces of information, present work at UMaine Student Symposium

May 2024: Summarize work and write up Final Report

- The rubric for the timeline reads as follows:
 - 1- Timeline is not suitable for the activities described
 - 2- Timeline appears to meet less than half of the activities proposed. Not clearly presented
 - 3- Timeline meets most of the activities proposed. Timeline may not be clearly presented
 - 4- Timeline may not be clearly presented but appears to be suitable for all the activities described
 - 5- Timeline is clearly presented and is clearly suitable for and meets all the activities described

Budget Justification:

Your budget justification should include information about how you intend to spend the fellowship money in the event you are a winner. Optional match or cost-share (either cash or in-kind from your department) may be included in the proposal. Include as much detail as you are able. Only expenses directly associated with the proposed project during the November 1, 2023 - May 6, 2024 performance period will be covered.

General purpose equipment such as computers will not be supported. Justification needs to be itemized by category (supplies, etc), and includes a written description of how the funds will be used towards the proposed research project.

Example: Supplies: I will be using the funds to purchase 3 of X equipment at \$10.00 each = \$30 and/or I will be working 10 hours a week on my research at a rate of \$15.00 an hour.

- The rubric for the budget:
 - 1- Budget is unreasonable in all areas. Costs are not justified in the budget narrative. Many costs are not relevant and essential to this project
 - 2- Budget is not clearly explained and it is not appropriate for the activities proposed. Budget is not comprehensive and reasonable. Some costs are not justified, relevant, or essential
 - 3- Budget is comprehensive and reasonable but not clearly explained. Most costs are justified, relevant and essential to this project
 - 4- Budget is comprehensive, clearly explained, and reasonable. Vast majority of costs are justified, relevant and essential to this project
 - 5- Budget is comprehensive, clearly explained, and appropriate for all activities proposed. All costs are justified, relevant and essential

Does this topic relate to Artificial Intelligence (AI)?:

If your topic involves or will contribute to further developments in AI/AI applications research, answer yes to this question. If you answer yes, please be sure to include details in your project description.

Does your research project have applications in Aerospace, Space Sciences, or Engineering?:

If your topic involves or will contribute to further advancements in Aerospace, Space Sciences or Engineering, answer yes to this question. If you answer yes, please be sure to include details in your project description.

Does your project have applications in Health and Life Sciences to develop transformative medical-based solutions?:

If your topic involves or will contribute to further advancements in Health and Life Sciences, answer yes to this question. If you answer yes, please be sure to include details in your project description.

Does your research project relate to the COVID-19 pandemic?:

If your research is related to the COVID-19 pandemic, answer yes to this question. If you answer yes, please be sure to include details in your project description.

Does your project require the use of Advanced Research Computing (ARC)?:

If your research project will require the use of ARC services, answer yes to this question. If you answer yes, please be sure to include details in your project description.

Have you taken any Research Trainings?:

A list of research-related trainings will be provided. Check off all the trainings you have completed. The trainings include: EPIC-INT125 course; Responsible Conduct of Research (RCR) Training; Diversity, Equity, and Inclusion Training.

Use of CORE Equipment and Services

Do you plan to use any CORE Equipment and Services?:

CORE Facilities are available for your use in your research endeavors. Current CORE service centers include the Electron Microscopy Lab, the FIRST Clean Room (formerly known as LASST), the Innovative Media Research and Commercialization Center (IMRC), Zebrafish lab, Environmental DNA (eDNA), Advanced Research Computing, Security and Information Management (ARCSIM), and the Small Animal Research Facility. For a complete listing of CORE services and fees, please visit the CORE website at: <https://umaine.edu/core/>

Please specify which CORE service(s) you propose to use in your project?:

If you intend to use any CORE services and answered yes to the previous CORE services question, please list which facility and service you would like to use.

Briefly describe how your research will benefit from the service:

Discuss how the use of the facility(ies) you listed previously will aid in your completion of the research project.

What is your estimated cost of lab use fee?:

Visit <https://umaine.edu/core/> to determine how much it will cost for you to use the facility/equipment. All CORE facilities have pricing listed on their websites, or someone you can contact for a cost estimate.

Student Information

Student Name:

Please enter your first and last name, capitalizing only the first letters of each name.
Example: John Smith

Student MaineStreet ID number:

Please note, this is your ID number, NOT your maine.edu email ID.

Student Telephone Number:

Please enter the best telephone number at which to reach you, should we need to contact you.

Student GPA:

Please include your most recent GPA.

University:

Please indicate if you are attending the University of Maine or the University of Maine Machias. Your answer will determine which section you will be sent to next.

University of Maine at Machias

If, in the previous question, you indicated that you are attending the University of Maine at Machias, you will be sent to this section.

Student Major:

Please write in your major of study at UMM. Please write only your primary major. If you are double majoring, you may include your secondary major in the answer to the next question.

Student Program:

Please write in your student program (Bachelor of Arts, Bachelor of Science, etc.) If you are double majoring, you may also include your secondary major.

Student's Division:

Please indicate whether you are in the Division of Environmental and Biology Sciences, Division of Arts and Letters, or the Division of Professional Studies. If you are double majoring, please select your secondary Division.

Student Expected Graduation Date:

Please include the month and year of when you expect to graduate.

Are you a U.S. Citizen?:

Please answer yes or no. Please note that not holding U.S. Citizenship status does not mean you are ineligible to receive an award. This is for reporting purposes, as we must report all information to our funding sources.

University of Maine

If, in the previous question, you indicated that you are attending the University of Maine, you will be sent to this section.

Student Major:

Please write in your major of study at UMaine. Please write only your primary major. If you are double majoring, you may include your secondary major in the answer to the next question.

Student Program:

Please write in your student program (Bachelor of Arts, Bachelor of Science, etc.) If you are double majoring, you may also include your secondary major.

Student's College:

Please indicate whether you are part of the College of Liberal Arts & Sciences (CLAS), College of Engineering (COE), Education and Human Development (EDHD), Natural Sciences, Forestry, and Agriculture (NSFA), or the Maine Business School. If you are double majoring, please select your secondary College.

Are you part of the Honors College Program?:

Please answer yes or no.

Student Expected Graduation Date:

Please include the month and year of when you expect to graduate.

Are you a U.S. Citizen?:

Please answer yes or no. Please note that not holding U.S. Citizenship status does not mean you are ineligible to receive an award. This is for reporting purposes, as we must report all information to our funding sources.

Faculty Mentor Information

This section refers to the faculty mentor helping with your research project, not your academic advisor (though, they may be fulfilling both roles).

Faculty Mentor Name:

Please write in the name of the faculty mentor helping with your research project.

Faculty Mentor College:

Please select your faculty mentor's college from the list provided.

Faculty Mentor Department:

Please write in your faculty mentor's department. Example: Physics and Astronomy; English; Philosophy, etc.)

Faculty Mentor Telephone Number:

Please provide your faculty mentor's phone number, should we need to contact them. Example: 207-581-2222

Faculty Mentor's Email:

Please write in your faculty mentor's email address.

Has this proposal been submitted to any other funding program?:

Please answer yes or no. If you answer yes, please provide more details in the project description.

Additional Documentation:

If you have additional documentation you would like to add, you may upload it into the Google Drive. Please label it as follows: lastname.firstnameAwardtypeandyear (Example:Smith.JohnAY2324 or Smith.JohnSummer24) and paste the link in the text box provided. Please be sure to make the file(s) shareable with all of the UMaine system so we can access it.

How did you hear about CUGR and our fellowship opportunities?:

We will provide you with several options where you may have heard about CUGR, as well as the opportunity to write something in if you heard about us elsewhere.

Would you like to opt into the UMaine System's Micro-Credentials Undergraduate Research Scholar Program?:

The Micro-credentials program is free and easily acquired through the steps you're already taking in the research process. More information about the program can be found at <https://www.umaine.edu/student-success/micro-credentials/professionals/>.

Faculty Commitment Letter:

Faculty commitment letter is a letter from the faculty member who will be mentoring you through the fellowship program. This letter should be submitted by the Faculty Commitment Letter Form. The link for this form is on our website or you can send the form to them directly to be sure we receive it before the deadline. The letter text should be pasted into the text box provided or uploaded to the form as a PDF. They are part of the rubric as well.

- The rubric for the Faculty Mentor Commitment Letter is as follows:
 - 1- Lack of faculty commitment letter
 - 2- The letter is missing both student potential and faculty commitment
 - 3- The letter states faculty commitment but is lacking student potential
 - 4- The letter states student potential but is lacking faculty commitment
 - 5- The letter clearly states both student potential and faculty commitment