



2010

Summer Undergraduate Research Fellowship Program Organic Chemistry Nomination Guidelines, Selection Criteria, and Application Procedures

Nomination/Application Procedures:

A department may nominate **up to two students**. The sponsoring department should submit for each nominee:

1. The completed "Student Application Cover Sheet" (page 2 of the application form) and a statement from the nominee describing the importance of this opportunity to his/her personal and career plans.
2. A description of the proposed research project, authored by the student in collaboration with the faculty mentor. (typically 3-8 pages).
3. An unofficial transcript of the nominee and a list of courses to be taken in the spring of 2010.
4. The completed "Faculty Mentor Cover Sheet" (page 3 of the application form) and a letter of recommendation from the faculty mentor on the qualifications of the nominee to carry out the project successfully.
5. The completed "Department Chair/Head Cover Sheet" (page 4 of the application form) and a letter from the Department Chair indicating that the student is a departmental nominee and that the department will provide the necessary equipment, space and administrative support to the project.

Applicants should be U.S. citizens or permanent resident visa holders at the time of application. Applications from minorities are especially encouraged. This program targets current Juniors and they will be given preference. Seniors are not eligible for these fellowships. The Department Chair should submit a separate application file (PDF) for each candidate (up to two students per department) by email to Robert A. Volkmann (ravolkmann@gmail.com) by **February 2, 2010**.

Applications submitted late, in multiple parts/files or out of order as described above will be disqualified. The chair of the department should verify that the nominee and mentor have signed the respective documents. The email message serves to verify the chair's signature. In the event that the chair of the department will also serve as the mentor, the chair should ask their immediate supervisor (i.e. dean, vice president) to submit the application.

Program questions should be directed to: Robert A. Volkmann (ravolkmann@gmail.com). Technical questions related to the application forms should be directed to: Brian Myers (b-myers@onu.edu).

Note: please be sure the nominated students do not have fall travel/study commitments (i.e. study abroad) that conflict with the poster session, scheduled for early October 2010.

Selection Criteria/Procedures:

Fellowship recipients will be selected by an Advisory Committee using the following criteria:

- ❖ Demonstrated interest and talent of the student in organic chemistry
- ❖ Merit and feasibility of the research project
- ❖ Commitment of the faculty mentor to support the student in his/her work
- ❖ Academic record, particularly in organic chemistry and related sciences.
- ❖ Demonstrated importance of the award in facilitating the personal and career plans of the nominee.

Announcement of the awards will be made by **March 16, 2010**.



2010
SUMMER UNDERGRADUATE RESEARCH FELLOWSHIP
ORGANIC CHEMISTRY

STUDENT APPLICATION COVER SHEET

Name: _____

College/University: _____

Department (Major): _____ Expected Graduation Date: _____

Faculty Mentor: _____

Department Chair: _____

Preferred **Complete Campus** Delivery Address: (no PO Boxes)

Campus Telephone: _____

Email Address: _____

Permanent **Complete Home** Address: _____

Home Telephone: _____

Please address the following on additional sheets of 8 1/2" x 11" paper:

1. Title of your project
2. Describe the project you propose to undertake next summer. Describe your background that has prepared you to do this work and your proposed methodology. Provide as much detail as possible.
3. Indicate how a summer research project fits into your long-range plans. Provide any background about yourself and/or your personal or professional goals that you would like us to know.

Attach your response to this cover sheet, sign the cover sheet, obtain a copy of your unofficial transcript and return the completed packet to your faculty mentor. Remember the completed nomination must be received by **February 2, 2010**.

Signature: _____ Date: _____



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SUMMER UNDERGRADUATE RESEARCH FELLOWSHIP
ORGANIC CHEMISTRY
FACULTY MENTOR COVER SHEET

Faculty Mentor: _____

Academic Title: _____

Institution: _____

Complete Campus Mailing Address: _____

Campus Telephone: _____

Email Address: _____

Student Nominee: _____

Student's Expected Graduation Date: _____

Please describe the project your student has proposed and comment on his/her ability to carry out the work. Comment as well on how you believe this particular student will profit from a paid summer research fellowship, both personally and academically. Finally, please specify your willingness to supervise the student's work and your availability during the summer to carry out these responsibilities.

Please attach your statement to this sheet, sign the cover sheet and return with the student application and unofficial transcript to the Department Chair who should transmit the entire application to Dr. Robert A. Volkmann by **February 2, 2010**.

Signature: _____ Date: _____



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SUMMER UNDERGRADUATE RESEARCH FELLOWSHIP
ORGANIC CHEMISTRY

DEPARTMENT CHAIR/HEAD COVER SHEET

Chair Name: _____

Academic Title: _____

Institution: _____

Complete Campus Delivery Address (no PO Boxes):

Campus Telephone: _____

Email Address: _____

Student Nominee: _____

Please submit a letter, indicating that the student is a departmental nominee and the department will provide the necessary equipment, space, and administrative support to the project. If the department nominates two students, **please include a copy of your letter with each application submitted.**

Please include your letter with this sheet and send the nomination packet in a single PDF document to Robert A. Volkmann (ravolkmann@gmail.com) by **February 2, 2010**. The complete packet includes: student application (cover sheet, statement and proposal), an unofficial transcript and a list of courses to be taken by the nominee in the spring of 2010, mentor letter & cover sheet and chair letter & cover sheet. The application materials should be submitted in the order described above and the submission verifies that the original nominee, mentor and Chair forms have been signed.