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| *MEMORANDUM* |
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**TO:** ILR Faculty and Undergraduate Students

**FROM:** Martin T. Wells, *Director of Research*

**DATE:** February 5, 2018

**SUBJECT:** ILR Undergraduate Research Fellows Programs

The Undergraduate Research Fellows Program provides undergraduates with the opportunity to work with a professor during summer 2018 or academic year 2018-2019. This program was developed in response to numerous requests we have received from undergraduates for research opportunities and in the hope that it will facilitate one-on-one student/faculty interactions.

### Summer Research Fellows

Summer Research Fellows will have the opportunity to engage in independent research under faculty members’ guidance or serve as research assistants for faculty members during the summer of 2018. Students participating in this program will receive summer funding up to a maximum of $3,800 to cover living expenses during a 10-week period and the summer self-help component of financial aid packages.

### Academic Year Research Fellows

Academic Research Fellows will have the opportunity to serve as research assistants for faculty members during the 2018-2019 academic year. Students participating in this program will receive hourly pay of $13 per hour up to a maximum of $1,200 per semester. Awards will be made on a one semester basis with renewal possible for the second semester. Students may not earn credit for the research project during the semester or year they are being paid as a research assistant.

### Application Procedures

Current ILR sophomores or juniors will be given first priority for the program. ILR freshmen are also eligible to apply. Interested students should seek out faculty members who are willing to serve as supervisors of their independent research and/or to employ them as research assistants. Faculty members are also encouraged to seek out students with whom they would like to work. When the matches are made, the attached application form and requested documentation should be submitted to my assistant, **Kathy Roberts**, in 291 Ives, by **March 23, 2018**. Award notifications will be announced the beginning of April. Faculty members may submit with no more than one student for the summer and no more than one student for the academic year.

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The criteria used in selecting participants will be: 1) the academic record of the student; 2) for research assistants, the extent to which the faculty member’s description of the activities the student will perform as a research assistant suggests that the student will have a meaningful exposure to the research process and, for independent studies, the quality of the project proposed; 3) the track record of the faculty member in supervising student research and/or student research assistants; and 4) a letter of recommendation in support of the student from the faculty member who is supervising the research. This may be supplemented by an additional letter from another ILR School Faculty member if desired (for example, if the professor who will be supervising the project is not familiar with the student’s performance in class). The ILR Faculty Research committee will evaluate the applications and make the awards.

MTW/klr

## APPLICATION

**ILR Undergraduate Research Fellows Program—2018-2019**

Name:

E-Mail Address:

Campus Address:

Campus Telephone:

Year at ILR (check 1) Sophomore Junior

 Freshman

**Professor who will supervise you:**

**Project Title:**

**Application is for: Summer 2018 Academic Year 2018-2019:**

 **FALL 2018**

 **SPRING 2019**

Students who wish to propose independent research activities (Summer Research Fellows only) should attach to this application the following below:

1. a brief (one or two page) description of the topic they wish to study and how they plan to address this topic;
2. a brief statement indicating why they want to do an independent study;
3. a letter supporting the application from their faculty advisor, including a statement of why this student is especially deserving of support; and
4. a copy of the student’s transcript (through the fall semester of 2015).

#### Students who will work with a faculty member as a research assistant should attach to this application the following below:

1. a brief (one or two page) description of the research project the faculty member is working on and the specific types of research activities in which the student will be engaged. This statement should be signed by the student;
2. a letter supporting the applicant, including a statement of why this student is especially deserving of support;
3. a statement from the student indicating why he or she wants to be a research assistant; and
4. a copy of the student’s transcript (through the fall semester of 2015).

Applications should be submitted to my assistant, **Kathy Roberts**, in **291 Ives Hall**, by **March 23, 2018**. If students or faculty members have any questions about the program, please contact Professor Wells at mtw1@cornell.edu.