<div align="center">

Fiscal Year 2024-2025
UNDERGRADUATE RESEARCH ASSISTANT PROGRAM

</div>

Purpose:
The Undergraduate Research Assistant Program was created to support DePaul faculty in their pursuit of research, scholarship, and creative activities. This program has a dual purpose:
 1) To provide valuable learning opportunities and financial assistance to undergraduates by creating opportunities for students to assist and collaborate with faculty members who conduct research projects and are engaged in creative and scholarly activities.
 2) To offer support to faculty engaged in the above activities consistent with the university's belief and commitment to the pursuit of knowledge.

The undergraduate research assistant program affords students a unique opportunity to become actively involved in the planning and implementation of research and scholarship, and in the dissemination of knowledge internal and external to the university community. This contributes to the students' overall academic experience, and more effectively prepares those students who intend to pursue graduate level or professional studies, as well as careers in which they are required to develop and manage similar projects. The undergraduate assistants will provide faculty members at DePaul with support needed for their research endeavors. The student assistants can be assigned to ongoing research projects, or assigned to a group of faculty who are directing a research project.

Eligibility:
All full-time and part-time undergraduate students who have attained at least sophomore status (48 hours) are eligible to apply. Selection will be based on merit of the applicant and qualifications needed by faculty members. Full-time faculty are eligible to apply for assistants. Undergraduate assistants can be assigned to either individual faculty members, or two or more faculty who are collaborating on a project or activity.

Job Description:
This program is intended to provide students a substantive work experience; that is, student assistants should not be used as general clerical help. Assistants can help in areas such as, but not limited to, library research, data collection and analysis, preparation of manuscripts, etc. Students will work a total of **75 hours**. *The assistant may be eligible for internship 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 Assistant position earns 4.0 credit hours per quarter.) 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 a course and take it through the established approval process.*

Funding:
In 2024-2025, student assistants will be paid $16.20 per hour. Colleges will grant applicants units entailing 75 hours of work for $1215.00.

Procedures

Deadlines:
The deadline for assistant positions for the first round of applications for student assistants who will work in the Summer or Autumn Quarters/Semesters, is **June 15th.** The deadline for assistant positions for the second round of applications for student assistants who will work in the Winter or Spring Quarters/Spring Semester, is **November 30th.** Colleges will establish their own deadlines so that approved and ranked proposals may be in the office of the Associate Provost for Research for Academic Affairs by the established deadlines.

College	Deadlines	Website
Business	Summer/Fall: June 15 Winter/Spring: November 30	N/A
Communication	Summer/Fall: April 30 Winter/Spring: October 25	N/A
Computing & Digital Media	Summer/Fall: April 30 Winter/Spring: September 15	CDM URAP
Education	Summer/Fall: June 1 Winter/Spring: Check with College	N/A
Liberal Arts & Sciences	Summer/Fall: June 1 Winter/Spring: November 1	EDU URAP
Science & Health	Summer/Fall: May 6 Winter/Spring: October 15	CSH URAP
Continuing & Professional Studies	Summer/Fall: June 15 Winter/Spring: Check with College	N/A
Music	Summer/Fall: Check with College Winter/Spring: Check with College	N/A
Theater	Summer/Fall: Check with College Winter/Spring: Check with College	N/A

*Check with your College to confirm the deadline for the submission of your application

Application:
Generally, a faculty member and a pre-selected student will apply together. However, there may be cases in which a faculty member desires a specific skill set that is likely to be found in another department of the university. In such cases the faculty member may contact the department for student recommendations, and then interview and subsequently apply with the selected student.

A Faculty member may apply for an Undergraduate Research Assistant for 1, 2, or 3 quarters with one application. There is no limit to the number of consecutive quarters in which Faculty may use an Assistant, but an application must be made for each quarter. The Assistant will work 75 hours per quarter. Colleges will need to decide whether or not they will support more than one unit per faculty member based on the level of demand. Preference should be given to enabling the largest number of faculty to have some level of assistance.

Please designate one person in your college (perhaps you or an Associate Dean) who will officially send the following information to Peggy Schultz at mkelly74@depaul.edu. A staff member may do the actual work but you or an Associate Dean will certify that the application has been reviewed and approved by a faculty committee.
   a.   Number of applications received

b. Approved applicants information in the summary Excel spreadsheet
c. Copies of the approved applications (one PDF file for the college including all student and faculty application forms)

Criteria for Approval of Faculty Requests for Assistants:
Criteria include:
1. The value of the research project itself.
2. The project's potential to provide real involvement and learning for the Student Research Assistant.
3. Equitable distribution of available Assistantships.
4. Special consideration of first-time faculty applications, and applications by non-tenured faculty.
5. A faculty member may only apply for one assistant per quarter.

Colleges will act in accordance with those guidelines or petition for revisions. Each College will establish a process for review and approval of applications for research assistants by a faculty committee.

Funding:
Block grants will be provided to each college to be used for Undergraduate Research Assistants. These grants will be non-transferable and unused funds will return to Academic Affairs at the end of each fiscal year. All units will receive funding to guarantee participation in the program. Unit allocations will be based on a weighted combination of the number of full-time faculty in your college in Fall 2023 (.25), number of undergraduate students in Fall 2023 (.5), and dollar amount of new external funding in FY 22-23 (.25). Each College may spread the funds between the June 15th round of applications (for Summer and Autumn research assistants) and the November 30th round (for Winter and Spring research assistants) as it sees fit.

Evaluation:
Each quarter, the faculty member is to evaluate the performance and progress made by the student 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 available through a Google form that is provided at the beginning of each year. Each College will have their own Google form to use for evaluations for both faculty and students. Your college committee should review these evaluations to assess if the goals of the URAP Program are met. Each college should ensure all evaluation forms have been submitted for the URAP program FY23-24 by August 1st, 2025.

Undergraduate Research Assistant Program
Application Form
2024-2025 Fiscal Year

Faculty Form
(Note: Submit Faculty and Student forms together)

Name_____

Email_____

Department/School:_____

Project Title:_____

Project Description: (Approximately 500 words. Please attach to this application)

       Please provide:
1. Detailed description of the research/scholarly or creative activity, its purpose, procedures to be followed, estimated schedule or time line, etc.
2. Responsibilities of Student Research Assistant
3. Required skills and abilities
4. What do you expect the student to learn from participation in the above research project?

Name of Requested Student:_____

Please state why this student is appropriate for the project: (please include any past classroom or work experience with the student.)

Quarters applied for:
( ) Summer, 2024   ( ) Autumn, 2024   ( ) Winter, 2025   ( ) Spring, 2025

Do you currently have an undergraduate or graduate student assistant?   ( ) yes   ( ) no

If yes, how many hours per week does this student work for you?_____

Have you previously been assigned a Student Research Assistant?   ( ) yes   ( ) no
If yes, please provide information (only on last two)

Student_____Quarter_____Year_____

Student_____Quarter_____Year_____

Undergraduate Research Assistant Program
Application Form
2024-2025 Fiscal Year

Student Form:
(Note: Submit Faculty and Student forms together)

Name_____

Major:_____

Minor:_____

Student ID Number:_____   ( ) Soph ( ) Jr ( ) Sr

Ethnicity: ( ) African American ( ) AM Indian/AK Native ( ) Asian ( ) Hispanic ( ) Multiracial

( ) Native HI/Pac Island ( ) White ( ) Unknown ( ) Prefer Not to Answer

Total Credit Hours Earned:_____

Graduation Expected_____   Cumulative G.P.A._____

Have you previously applied for a Research Assistantship?   ( ) Yes   ( ) No

If yes, have you previously received a Research Assistantship?   ( ) Yes   ( ) No

If yes, please provide information (only on last two)

Faculty Member_____Quarter_____Year_____

Faculty Member_____Quarter_____Year_____

Will you have other jobs during the time of this Assistantship?   ( ) Yes   ( ) No

If yes, how many hours per week?

Do you currently work elsewhere in the University?   ( ) Yes   ( ) No

If yes, where?_____

List your Research Interests: List the topics, problems, issues, etc., which
you are interested in pursuing.

Research Skills/Abilities: List your skills and abilities related to research and creative activities
(i.e., library research, collection of survey or interview data, statistical analysis skills, etc.)

Attach a copy of your transcript to this application.

Student Email:_____

Telephone:_____

Student
Signature:_____Date:_____

Faculty
Signature:_____Date:_____