PROCEDURES OF THE SCHOOL OF PACKAGING UNDERGRADUATE RESEARCH PROGRAM

by
The Undergraduate Research Committee
January 31, 2017

1. Background:

The School of Packaging (SoP) undergraduate research program is aimed at supporting undergraduate students majoring in packaging to carry out a funded research project. The research project shall be designed to contribute to the packaging discipline by generating and disseminating new knowledge while enhancing students' critical thinking, problem solving, teamwork, and written and oral communication skills.

The following sections outline the basic information about the SoP undergraduate research program and describe the procedures for awarding the scholarship.

2. Award amount and number of awards:

a. The award amount and number of awards will depend on available funding per semester based on amount of donations.
  i. For the summer 2017, fall 2017, spring 2018 and summer 2018 semesters, students will be awarded with research funds of $2,500.
  ii. Students can be awarded funds for one semester or for two consecutive (in rare circumstances) ($2,500 per semester), depending on the time the project will take.
b. Three types of funding allocation are possible:
  i. only student stipend
  ii. student stipend and expenses related to research and/or presentation of research results (poster printing, travel expenses supporting attendance to conference, etc.).
  iii. only expenses related to presentation of research results (travel expenses supporting attendance to conference).

The type of funding allocation will be decided by student/faculty mentor prior to the application package submission and will be specified in the proposal section: "budget justification" (section 5).

3. Applicant requirements:

a. Majoring in packaging
b. A cumulative GPA of 3.0 or higher
c. Identification of a research topic and a mentor (tenure-track faculty and non-tenure-track faculty)
d. A minimum of one semester (excluding internship) between project competition and graduation

4. Call for undergraduate research project proposals:

a. The call will open the first week of February 2017.

b. The call will include details on the school of packaging undergraduate research program including benefits of undergraduate research, funding, applicant requirements, application package, application process, and evaluation criteria.

c. The call will be advertised via email, Facebook, and Twitter by the SoP academic advisor. Additionally, the call will be posted on the SoP web page.

5. **Applications and application process:**
   a. Applications for one or two consecutive semesters will be accepted until March 20, 2017.
   b. Students should submit their application packages to the Chair of the SoP Undergraduate Research Program via email using "Application_for_SoP_URP_Last_Name" in the subject line. Applicant's mentor must provide guidance during proposal writing.
   c. The application package should contain:
      i. Cover letter that includes:
         1. Research project title.
         2. Research project duration (semester(s)).
         3. Student information (first name, last name, email address, PID, class level, cumulative GPA, PKG GPA, and expected graduation date).
         4. Research mentor information (first name, last name, and email address).
      ii. Proposal of a research project that includes (No more than 500 words):
         1. Title
         2. Introduction
         3. Rationale
         4. Objective(s)
         5. Approach
         6. Timetable
         7. Expected outcomes
         8. Budget and budget justification
      iii. Resume.
      iv. A letter of recommendation will be separately submitted to the Chair of the SoP Undergraduate Research Program by the faculty member via email using "Recommendation_SoP_URP_Last_Name" in the subject line
   d. Applications will be collected by the Chair of the SoP Undergraduate Research Program and posted on the share drive under PKG < committees < undergraduate research the last week of March 2017.

6. **Selection process:**
   a. Applications will be reviewed by a selection committee. The SoP undergraduate research committee will constitute the selection committee the first time the SoP URP will be offered. Subsequent selection committees will be identified and nominated by the SoP undergraduate research committee.
   b. Applications will be reviewed and rated by the selection committee according to the following selection criteria:
      i. Research merit of the project
      ii. Project description clarity and quality:
         1. student understanding of project goals and tasks

2. written communication skills
3. conveying of ideas
   iii. Justification of expenses in relation to the research project based on 2.
   iv. In case that one faculty mentor is named by more than one student, this faculty mentor will be asked to rank the applications.
c. The review process should be completed by April 14, 2017.

7. Notification process:
a. All applicants and mentors will be notified of review outcomes via e-mail. The email will be sent out by the SoP secretary.
b. Successful applicants and their mentors will be notified when award funds ($2,500) will be transferred to the mentor's department account. The student will receive the award funds as agreed between student/mentor.

8. Evaluation process:
Evaluators (one or several; e.g., faculty and/or representative(s) from the donation group(s)) will be nominated by the SoP undergraduate research committee. Written reports and presentations will be evaluated. The awarded student will send the following information (i and ii) to the SoP secretary (Tracy Lorenz, room 137) three weeks after the end of the semester.
a. One-semester research projects:
   i. Up to 4-page written report (arial, 12 font, single space) including:
     1. project title
     2. materials and methods
     3. results
     4. discussion
     5. conclusions
   ii. Fellowship recipient's mentor must provide guidance on how to write the report.
   iii. The report should be a reflection of the funded period. If additional data collected by the mentor's research group are reported, the fellowship recipient must mention it in the report.
   iv. Summary of fund expenditures (report run by the SoP accountant)
   v. Presentation of results: poster or oral presentation at the Alumni Association meeting or event where alumni and faculty meet (e.g., SoP awards banquet; seminar at the packaging building). The student will be informed on when the event will take place 2-3 weeks in advance. If the student is away from campus due to an internship, the student will present the research results once she/he is back on campus.
b. Second-semester renewal research projects:
   i. Up to 4-page written report (progress and final, (arial, 12 font, single space) including:
     1. project title
     2. materials and methods
     3. results
     4. discussion
     5. conclusions
   ii. Fellowship recipient's mentor must provide guidance on how to write the report.

iii. The report should be a reflection of the funded period. If additional data collected by the mentor's research group are reported, the fellowship recipient must mention it in the report.

iv. Summary of fund expenditures (report run by the SoP accountant) per semester.

v. Presentation of results: poster or oral presentation at the Alumni Association meeting or event where alumni and faculty meet (e.g., SoP Awards banquet; seminar at the packaging building). The student will be informed on when the event will take place 2-3 weeks in advance. If the student is away from campus due to an internship, the student will present the research results once she/he is back on campus. The student will provide a progress report at least once per semester.