

**Dean's Distinguished Undergraduate Research Fellowships**  
**Cover Page**  
**College of Science & Health**  
**University of Wisconsin – La Crosse**

**Note Closing Date:** Application materials must be typed and must be submitted no later than **4:00 p.m. Friday, Feb. 10, 2023.**

Submit your application packet as a single searchable PDF document to [ddfgrant@uwlax.edu](mailto:ddfgrant@uwlax.edu).

Name and ID# of Student:	Faculty Mentor:
Title of Research:	Department:
Major* (& Minor, if applicable):	Grade Point Average:
Expected Date of Graduation:	Grade Point Average in Major:
Student's E-Mail:	Mentor's E-mail:

Have you received a DDF before? Yes ☐ No ☐ Year \_\_\_\_\_

**Compliance with regulations.** Indicate whether this proposal requires review for use of:

- |                                    |                              |                             |
|------------------------------------|------------------------------|-----------------------------|
| a. Human subjects?                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Vertebrate animals?             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Hazardous biological materials? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. Radioactive materials?          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If "Yes" is checked for any question, approval by the appropriate committee must be obtained before funds are awarded. Relevant information is available at <http://www.uwlax.edu/grants/>

**Please include the following items in your application package:**

- ☐ Cover page
- ☐ Project Description (including timeline)
- ☐ Student Background
- ☐ Student Transcript
- ☐ Letter of Support
- ☐ Supplies Request and Justification (optional)

**Signatures (Required)**

Student: \_\_\_\_\_ Date \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_ Date \_\_\_\_\_

Department Chair\*\*: \_\_\_\_\_ Date \_\_\_\_\_

\* Student applicant must have declared a primary major within the College of Science & Health.

\*\* **NOTE:** The department chair has the option of confirming by email ([csch@uwlax.edu](mailto:csch@uwlax.edu)) that they have seen and approved of the application, rather than signing a hard copy (then scanned) of the cover page.

## Dean's Distinguished Fellowship Application Package

Dean's Distinguished Fellowship application package must include the following items in this order.

1. **Cover page.** (Found on the first page of this application packet. To be completed by the student and faculty mentor)
2. **Description of the research project.** (Section to be completed by the student and must be converted to a **searchable PDF\*\*\***). Describe your research project in a maximum of 3 *double spaced pages* (not including bibliography and/or appendices) using a minimum of 10-point font. Include the title on the first page, and number the pages. The project description should be written for a general audience and include the following sections.
  - 1) Background/Statement of the Problem/Significance
  - 2) Objectives
  - 3) Experimental Design/Research MethodsInclude a *broad projected timeline* for the project in the Experimental Design/Research Methods section.
3. **Student's background.** Briefly describe relevant experiences or educational endeavors that have prepared the student for undertaking this research. (Section to be completed by the student, *one page maximum*.)
4. **Student transcript** (unofficial acceptable)
5. **Letter of support from faculty mentor.** In addition to commenting on the student's potential to undertake and succeed in the research, please describe the student's specific involvement with the research project, including the student's primary responsibilities. Please list the facilities, supplies, and equipment available for successful completion of this project.
  - a. **Note to faculty mentors:** If your student is awarded a DDF, spending the time with them on the UWL campus during the 10-week summer activity period is preferred. There are situations where the student and mentor can work together away from campus, in the same physical space, during as much of the summer as possible. These situations need to be well defined in the letter of support. Being on the UWL campus for most of the summer will still be considered a strength in a proposal.
  - b. It is acceptable that someone outside the College of Science and Health be involved in the project, but that any mentor (including any second one) must be employed in the college.
  - c. An Associate Dean is the point of contact for any questions concerning the DDF program and can be reached by email ([csch@uwlax.edu](mailto:csch@uwlax.edu)).
6. **(Optional) Statement requesting up to \$500 for supplies.** The statement must explain what will be purchased with the additional funds and provide justification. This should take the form of an *itemized list* including prices for the items requested. The committee will make the final determination on the amount funded.

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**\*\*\* NOTE:** If the proposal is written using MicroSoft Word, use "Save as Adobe PDF" under "File."