**College of Education**

**Office of Research**

**Application for the *100 Hours Undergraduate Research Internship***

The intent of this program is to provide assistance to both doctoral students and undergraduate students in the College of Education as they engage in education research. The funding will provide a doctoral candidate with up to 100 hours of funding for a current undergraduate at the student hourly rate (8.77/hr. for 2014-15). The Office of Research will fund up to 5 of these awards per year. Eligibility requirements and application process are delineated below.

1. Both the doctoral candidate and undergraduate must be College of Education students. The doctoral student must have completed their coursework, and the undergraduate must be in their sophomore, junior or senior year. Preference will be given to doctoral students engaging in their dissertation research and upper division undergraduates.
2. Both doctoral students and undergraduates interested in this opportunity must apply separately. Based on the applications received, the Office of Research will match the interests of both parties and initiate the formal internship process.
	1. The doctoral student must submit a summary of the goals of project that the undergraduate student will work on, and the activities the undergraduate will engage in to learn about the research process (1 page). Please note, that is a research apprenticeship, not a student labor position. As such, the activities should be directly tied to research engagement, and not “office work” such as photocopying, errands, filing…
	2. The undergraduate student must write a personal statement (1 page) regarding their interest in research in general and what they hope to learn through the internship opportunity.
3. The undergraduate must go through CITI training for the IRB prior to the commencement of the research activities. The Office of Research will allow 5 hours of paid time toward this certification). The link for CITI training is <http://research.uic.edu/compliance/irb/citi-initial-course>. The student should take the “Human Subjects Research (HSR): Social – Behavioral - Educational Research Investigators and Key Personnel” course.
4. Internship funds must be expended within the same academic year in which the students apply (August-May).
5. At the end of the academic year, any unexpended funds will revert back to the Office of Research.
6. A doctoral student may participate in the ***100 Hours Undergraduate Research Internship program*** only once during their time within the College of Education, undergraduates can participate in multiple internships, but may hold only one internship at any given time.
7. At the end of the research internship, the doctoral student and the undergraduate must submit a summary of the experience, focused on the tasks in which the undergraduate engaged, what was learned through this opportunity and any future plans or goals with respect to continuing with educational research in the future.
8. While not required, undergraduates, with assistance of their mentor, are encouraged to submit a proposal for presentation at the UIC Student Research Forum (<http://research.uic.edu/srf/instructions>.) or the COE Research Day.