1. Go to the OSEEL homepage (http://www.niu.edu/engagedlearning/)
2. Under the Undergraduate Research tab click on “Research Rookies”
3. Click on “How to Apply” on the left-hand side
4. Click “Apply for the 2017-2018 Research Rookies Program!” on the right
5. Sign in with your Z-ID and password
   - After signing in, you will be redirected to the Academic Works page, where you will fill out the general application and have the opportunity to apply for the Research Rookies program.
6. Fill out the General Application
   - Personal statement (500 words max), financial need description, list of activities, community service, volunteering, work experience, and awards (up to 10)
   - Note: You can begin an application and choose to come back and edit later.
   - Note: Certain majors (such as Business) fill out a conditional application for further scholarships, so this may or may not be an extra step you must do.
7. You will be instantly matched with all scholarships or programs that you qualify for.
   - You can also search for an option that does not appear as one of your choices in the search bar.
8. If Research Rookies is recommended, click “Apply” next to it.
9. Complete the Research Rookies Supplemental Questions
   - 1. Describe an activity or experience that has been important in clarifying or strengthening your motivation for your major or career.
   - 2. How will participation in undergraduate research help you to achieve your goals while contemplating your education at NIU?
   - 3. List any previous research experience you have held in an educational setting or elsewhere (include name of program).
10. Click “FINISH and SUBMIT”