Student Engagement Fund Orientation
Summer 2017
• Initial project requirements
• Compensation and reimbursement procedures
• Program Expectations
• Additional Information
The **Student Engagement Fund** is a collaborative effort by the **Office of Student Engagement and Experiential Learning (OSEEL)** and the **College of Liberal Arts and Sciences (CLAS)** to provide compensation and reimbursement for **faculty-mentored** research/artistry and community-based projects.
Participant Eligibility

• Student must be in **good academic standing**
• Student must be a **full time student** (taking 12 credit hours or more) to receive funding
• Student must be an **undergraduate**
Initial Project Requirements

• Institutional Review Board (IRB) information to OSEEL
  – IRB required for any project utilizing human or animal subjects
Compensation & Reimbursement Information
Compensation

• Funds are disbursed **monthly** as an **Academic Award** through the Financial Aid Office as a direct deposit or in the form of a check.
  • Pay dates are the **15th of each month** starting June 15 and ending August 15th

• **Direct deposit form available online at** [http://go.niu.edu/DirectDeposit](http://go.niu.edu/DirectDeposit)
  – If you already have direct deposit setup with the Bursars for scholarship and student loan refunds, be sure you have the correct account information on file. Contact Bursar: Student Accounts department to see what account is on file
  – Direct Deposit as an NIU employee is **not** the same. You will still need to setup this feature through the Bursars office.

• **Contact Debra Rempfer** ([drempfer@niu.edu](mailto:drempfer@niu.edu)) with questions about payments
• Students are required to submit progress reports to ugresearch@niu.edu documenting progress for the project on the 1st and the 16th of each month
  – Student must copy faculty mentor onto email
  – Faculty mentor is required to look over report but only needs to contact OSEEL if the information on the progress report is incorrect
• Participation in the program will be up for review if a student fails to turn in two progress reports consecutively without explanation to SEF team
Appendix B

STUDENT ENGAGEMENT FUND
Progress Report Template

Please Note: Progress reports must be submitted via email at ugresearch@niu.edu. The student will be responsible for copying their Faculty Mentor on the progress report submission.

Student Information:

<table>
<thead>
<tr>
<th>Time Period:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Logged:</td>
<td></td>
</tr>
<tr>
<td>Name of Student:</td>
<td></td>
</tr>
<tr>
<td>Faculty Mentor:</td>
<td></td>
</tr>
<tr>
<td>Project Title:</td>
<td></td>
</tr>
</tbody>
</table>

Progress Report Questions:

1. Tasks completed during this time period?

2. What has been successful?

3. What has not been successful?

4. Current goals:

5. Do you need any additional support/have any questions?
Reimbursement

• Funds for approved expenses:
  – A: Will be sent as a one time reimbursement directly to Undergraduate Research Assistant (URA)’s bursar’s account if the expense has been approved as a student purchase
    • Scheduled reimbursement date: June 15th, 2017
  – B: Will be bought directly through CLAS department if the expense has been approved as a departmental purchase
    • Contact Tammy Stevens (tstevens@niu.edu) for information regarding departmental purchases

• At the end of the project, URA’s need to provide all original receipts for reimbursements sent directly to the student. All purchases that are not accounted for through receipts will be charged to the URA’s Bursar account as a fee.
Making Purchases

• Final budget resubmission has passed. **No further changes can be made to budget.**

• Approved items for SEF projects must be purchased one week before the last Friday of the semester that funds are awarded.

  – **Friday, August 4, 2017**
SEF Expectations
Time Commitment

• The Faculty Mentor and URA are responsible for constructing a schedule that will allow them to complete their project in a timely manner.
  – We suggest 8-10 hours/week

• Schedules will vary according to the work that needs to be completed.

• It is important that the faculty mentor and student regularly communicate with one another about schedules and expectations.
Student Expectations

- All students receiving funding from SEF are required to complete a **final narrative report and cover sheet** for the project outlining what they gained from the experience.
  - Information outlining the final report is located in the SEF handbook (pg. 8-9)
- Reimbursement recipients: URA is required to turn in a **final expense report** at the end of the semester with **original receipts** detailing how the expense money was spent.
  - Reports due **Friday, August 11, 2017 to ugresearch@niu.edu**
Final Report Guidelines

• Include *signed* cover sheet

• **Narrative report** (limit 5 pages) that should include the following sections
  
  – A *summary of your project* and the results/outcomes
  
  – A discussion of **how effectively you accomplished your original objectives**
  
  – A discussion of the **impact that SEF had on your academic experience**
Appendix A

**STUDENT ENGAGEMENT FUND**
**SEF FINAL REPORT COVER SHEET**

*Please Note:* If more than one individual worked on this project, each SEF student will need to submit a separate cover sheet.

<table>
<thead>
<tr>
<th>Student Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Title:</td>
</tr>
<tr>
<td>Name of Student:</td>
</tr>
<tr>
<td>Major:</td>
</tr>
<tr>
<td>Minor:</td>
</tr>
<tr>
<td>Z-ID:</td>
</tr>
<tr>
<td>Current Address:</td>
</tr>
<tr>
<td>Preferred Phone #:</td>
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<tr>
<td>Preferred Email Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Supervisor Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Faculty Supervisor:</td>
</tr>
<tr>
<td>Faculty Department:</td>
</tr>
<tr>
<td>Faculty Phone:</td>
</tr>
<tr>
<td>Faculty Email:</td>
</tr>
</tbody>
</table>

Student Signature: __________________________ | Date: __________

Mentor Signature: __________________________ | Date: __________
## Final Expense Report

### Student Engagement Fund

**Northern Illinois University**  
Office of Student Engagement & Experiential Learning & College of Liberal Arts and Sciences  
**Altgeld Hall 100**  
815-753-8154

<table>
<thead>
<tr>
<th><strong>Expense Statement</strong></th>
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</thead>
<tbody>
<tr>
<td>NIU Reimbursement amount: $500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Student’s Information</strong></th>
<th><strong>Project Dates</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>Phone #</td>
<td>xxxx-xxxx-xxxx</td>
</tr>
<tr>
<td>E-mail</td>
<td>XXXX</td>
</tr>
<tr>
<td>ZID #</td>
<td>ZXXXXX</td>
</tr>
<tr>
<td>College: College of Liberal Arts and Sciences</td>
<td>Mailing Address 123 XXXX</td>
</tr>
<tr>
<td>From</td>
<td>fall 2016</td>
</tr>
<tr>
<td>To</td>
<td>fall 2016</td>
</tr>
</tbody>
</table>

### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Accom</th>
<th>Transport</th>
<th>Fuel</th>
<th>Meals</th>
<th>Supplies</th>
<th>Equip</th>
<th>Misc</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Conference Fee (email receipt)</td>
<td>$0.00</td>
<td></td>
<td></td>
<td>$0.00</td>
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<td></td>
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<tr>
<td>Meals (5 receipts)</td>
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<td></td>
<td></td>
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<tr>
<td>Transportation to and from conference</td>
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<td></td>
<td></td>
<td>$130.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>$130.00</td>
<td>$0.00</td>
<td>$120.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$250.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**Total Spent** $500.00

**NIU Reimbursement Amount** $500.00

**Amount Not used (this will be charged back to your bursar account)** $0.00
Student Expectations Continued..

• Students are encouraged to include pictures of their project to document his/her experience with the final report.
• Complete the program evaluation survey that will be sent out electronically towards the end of program term.
• Input final narrative report into NIU’s institutional repository, Huskie Commons (More info to come).
• Students receiving funding through SEF are strongly encouraged to present at the annual Summer Research Symposium.
Faculty Mentor Expectations

• Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
  – Review progress reports and provide the student feedback
• Provide learning resources and necessary tools for the project
• Attend major presentations that the student makes on the NIU campus regarding your project (i.e. URAD/CES, OSEEL Colloquia Series)
• Work with Tammy Stevens in CLAS to make departmental purchases
• Notify the SEF team as needed of student progress, performance, change of project focus, or any problems in the mentoring relationship
• **Engage PLUS:**
  Programs such as SEF may be eligible for Engage PLUS notation. Students can learn more about how to apply by visiting [http://niu.edu/plus/engage-plus](http://niu.edu/plus/engage-plus)

• **Summer Research Symposium:**
  Showcase of research and community-based engagement projects that undergraduate students have participated in throughout the summer.
  
  – SEF participants are encouraged to present on **August 11, 2017**
Main Contact:

www.oseel.niu.edu
815-753-8154
ugresearch@niu.edu

Additional Resources:

- SEF Handbook
- Progress Report Template
- FAQ Page

Staff Contacts:

Destiny McDonald
Assistant Director for Undergraduate Research & Program Partnerships, OSEEL
dmcdonald@niu.edu

Ashley Kyle
Graduate Assistant for Undergraduate Research Programs, OSEEL
akyle1@niu.edu
Questions?