Welcome!

Dear SEF Scholars,

We want to take this opportunity to welcome you to the Student Engagement Fund (SEF) program. The fact that you have shown an interest in engaged learning and have been admitted to the SEF program distinguishes you as a student who is willing to go beyond the basic requirements of your degree program and begin an exciting process of inquiry and discovery. You are being given a rare opportunity that is provided only to those students who actively seek it out and who have already proven that they are dedicated students with a good academic record. In large measure you will get out of this experience what you are willing to devote to it in terms of your own effort and dedication.

We hope that you will make good use of this opportunity. Your mentors are dedicated faculty who are willing to take time to help you learn about their discipline, research skills, and the specific project on which you will work. Your mentors can be wonderful resources for you as you continue your college career and beyond. I hope that you enjoy your SEF experience!

OSEEL Staff Information

Renique Kersh, Ph.D., Associate Vice Provost for Engaged Learning
rkersh@niu.edu; 815-753-8152

Michaela Holtz, Associate Director
mholtz@niu.edu; 815-753-8155

Bridgett Phelan, Graduate Assistant
bphelan2@niu.edu; 815-753-8154

All OSEEL staff can be reached at the following address:

OSEEL Office (www.oseel.niu.edu)
Altgeld Hall, Room 100
Northern Illinois University
DeKalb, IL 60115
815-753-8154
ugresearch@niu.edu
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General Information

Program Description

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 stipends for students working on faculty-mentored research projects and to support undergraduate student engagement projects.

Projects Covered

Requests can be made to cover stipends for undergraduate students and/or for student expenses associated with engaged learning projects, or a combination thereof.

Project categories are:

- **Mentored student research projects**: Funding for undergraduate research projects initiated by students or faculty to cover a student’s stipend (hourly paid assistantship position) and research related expenses for equipment, software, travel, etc.

- **Mentored service learning projects**: Funding for undergraduate service learning projects initiated by students or faculty to cover a student’s stipend (hourly paid assistantship position) and service learning related expenses for equipment, software, travel, etc. Funding is only available to projects involving College of Liberal Arts and Sciences students and/or faculty.

- **NIU faculty-led Study Abroad programs and Field schools (domestic and abroad)**: Funding can cover expenses incurred by the students participating in a study abroad program. Funding is only available to projects involving College of Liberal Arts and Sciences students and/or faculty.

- **Travel to conferences or competitions, group travel for class activity**: Funding can cover travel expenses incurred by the students. Projects may be mentored by faculty or staff, as appropriate. (Note: projects may be mentored by faculty or staff, as appropriate)

All requests for funding support shall include a clearly stated goal for the project, objectives that reflect the desired experiential learning outcomes and anticipated expenses.

Program Policies and Procedures

SEF Eligibility

All NIU students can apply for stipends to work on faculty-mentored research projects and travel to conferences. College of Liberal Arts and Science undergraduates can apply for additional funding to cover a wide range of expenses related to a student engagement activity. Requests need to be for a minimum of $250. Undergraduate students may apply on their own behalf. Faculty can apply for funding on behalf of students working on research projects or service learning projects. Faculty can also apply for funding on behalf of students to be used for group travel expenses and student expenses for conferences and competitions.

Students requesting funding should be in good academic standing.
All applications must be submitted through the online application, available at: [http://www.niu.edu/engagedlearning/engaged_learning/CLAS_Engagement_Funding/](http://www.niu.edu/engagedlearning/engaged_learning/CLAS_Engagement_Funding/)

**Award Restrictions**

Funding is available for stipends for student participation in supervised research projects or service learning projects. Stipends for students are for 8 hours a week for up to 120 hours at the rate of $10/hour for a maximum award of $1200.

Funding is also available to cover student expenses. Expense awards will range from $250 to $2500. Eligible expenses include (but are not limited to):

- Conference registration fees
- Travel expenses (excluding local transportation)
- Materials and supplies specific to the project
- Direct project expenses (e.g. copying, mailing surveys, etc.)

A student may receive support for more than one project, subject to the following annual funding limits:

- A student may receive no more than $1200 per year in stipends.
- A student may receive no more than $2500 per year in expense support
- A student may receive no more than $3500 per year in total support

For these purposes, an academic year will be considered to be Fall-Spring-Summer.
Research Information - Expense

**Student Required Expense Information – COMPLETE TO RECEIVE AWARDED FUNDS:**

**A: Itemized Budgets**

Students awarded funds for expenses (or travel funding) must provide a final budget listing of all expenses and clearly indicating the funding amount if any to be used specifically for purchasing NIU goods or services (examples include but are not limited to: NIU transportation services, chemical supplies, rental of equipment or facilities). See attached expense form to use for budget submissions. Submit this budget using the attached form to ugresearch@niu.edu. Please note that this should be the same of revised version of the budget that was submitted along with your application.

Final version of the “Expense Report” will be due at the completion of the project (explained below) along with a final written report completed by the student. Please keep in mind that following documents will be required to submit along with your final report:

- **Travel** – proof of purchase, original invoice or e-ticket must be attached. All travel receipts must correspond to original proposal.
- **Conferences** – confirmation from the conference or exhibition site must be included indicating student participation.
- **Equipment** – only expenses for NIU goods and services indicated in the expense report would be allocated to department or faculty mentor. All other expenses will need to be purchased by the student after he/she receives the check sent to address indicated on the expense report.
- **Supplies** – all original receipts must be turned in with the expense report at the completion of the project and must reflect your original proposal. Items deemed not relevant to your proposal will not be reimbursed.

**B: Study Abroad (for study abroad recipients only)**

Study Abroad funding recipients must contact the Study Abroad Office (Williston 417) to receive information about safety, insurance, health records, etc. Students need to request a Study Abroad Office representative to notify Bridgett Phelan at ugresearch@niu.edu after receipt of the above mentioned information. Funds won’t be allocated until the above actions have been taken.

**C: NIU’s Institutional Review Board (IRB) – (for research involving human subjects only)**

Funding for requests that include data collection (anything from interviews to collection of bodily fluid samples) from human subjects must be reviewed and approved by the NIU’s Institutional Review Board (IRB) prior to initiation of the research. Students must have their faculty mentor confirm (by emailing Bridgett Phelan at ugresearch@niu.edu) that either the research does NOT involve human subjects OR that the student has received IRB approval for the use of human subjects in research.

**Student Expectations - COMPLETE AFTER RECEIVED THE FUNDS:**

1. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugresearch@niu.edu to make other arrangements.
2. **Complete a Student-Faculty contract with your faculty mentor.** Turn in an electronic copy to ugresearch@niu.edu or a hard copy to Altgeld 100.

3. Students taking part in the SEF program are required to turn in a **final report and program evaluation** at the completion of their project. Final report guidelines are listed below. A link for the program evaluation and final report will be sent out to you near the end of the semester.

4. Finally, students funded through Student Engagement Fund program are strongly encouraged to present at the annual Undergraduate Research & Artistry Day or Community Engagement Showcase that is held in April.

   ❖ Please note, failure to complete any one of these expectations could result in repayment penalties or decreased consideration for funding in the future.

**Student Final Report Guidelines**

Submission of a final report is a condition of the Student Engagement Fund program. **Students will not receive their final paycheck until their final report has been signed by both student and faculty mentor and submitted to the Office of Student Engagement & Experiential Learning (OSEEL).**

A final report will only be considered complete once the following items have been received by the Office of Student Engagement and Experiential Learning (OSEEL):

- **Cover Sheet:** Final reports will not be accepted without a cover sheet (Appendix A) signed by both the student and faculty supervisor. If more than one student participated in this project, each student must fill out a separate 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 reflection of the impact that the SEF program had on your academic experience

Final reports should be written using **12-point Times New Roman font, double-spaced, 1” margins, left justified.** You should write your summary with a general audience in mind (i.e. faculty, students, and staff who may not be familiar with your particular field). You are welcome to include other materials in addition to your report (i.e. pictures, a published paper or final report written in conjunction with your faculty supervisor), but these **should not** take the place of your summary. If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.

- **SEF Evaluation:** Your evaluation of the SEF program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the SEF program. If you prefer that your name not be used, please indicate this on the evaluation.

**The report must be signed by both the student and the faculty supervisor.** If a student fails to submit a final report, he/she will not receive his/her final paycheck, and will be ineligible to apply for a future programs administered by OSEEL.

Submission of the final report can be sent to ugresearch@niu.edu in PDF form or a hard copy can be submitted to the Office of Student Engagement and Experiential Learning in Altgeld 100.
### Cover Page
- All final reports must be accompanied by the USOAR proposal cover page.
- You and your faculty supervisor must sign the cover page.
- If more than one student participated in this project, each student must fill out a separate cover sheet (Note: The faculty supervisor only needs to sign one cover page).
- Reports without a cover page will not be accepted.

### Length
- The main body of the proposal should be no more than 5 pages.

### Margins
- Margins should be 1”

### Font type and size
- The type font and size for the proposal is Times New Roman, 12 pt.

### Spacing
- The proposal should be double-spaced

### Justification
- All items should be left justified

### Literature citations
- Literature citations within the text should be properly cited in parentheses.
- Please use an acceptable citation style (MLA, APA, Chicago Style, etc).

### Budget Format
- Students must provide a brief justification for the proposed expenses in the budget.
- Students must also provide a line-by-line budget in a table. You may create a budget in an excel worksheet and copy and paste it into your proposal.
- Budgets written only in narrative form will not be accepted.

### File format
- Your document should be formatted as a Microsoft word document.
- If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.

### Faculty Expectations
- Identify a student and complete faculty/student contract by no later than 4 weeks into the funding period.
  - All funds not spent by the last day of semester’s finals week will be forfeited and are not transferable into the next semester.
- All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your student are unable to attend, please contact ugresearch@niu.edu to make other arrangements.
- Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
- All students participating in SEF are strongly encouraged to present their research at Undergraduate Research and Artistry Day or Community Engagement Showcase.
- Please direct your student to read and complete the Research Information – Expenses section of this handbook.
Research Information – Stipend

Student Required Hire Paperwork – COMPLETE BEFORE THE START OF THE PROJECT

As a SEF research assistant, you will be considered an employee of Northern Illinois University. If you **have not worked for NIU in the past year**, you will be required to make an appointment with Patty Lee (815-753-8154 or patlee@niu.edu) in the Office of Student Engagement and Experiential Learning to pick up a New Hire packet.

If you **have worked for NIU in the past year**, please contact Patty Lee with the following information:

- Your employee and/or ZID
- The department of employment
- The dates of your employment

If you **have not worked for NIU in the past year**, please provide documents for the I-9 form during your meeting with Patty including:

- Original ID(s)
- Bank account and routing number

Patty can be reached via email at patlee@niu.edu or by phone at 815-753-8154.

**Employment Eligibility**

In accordance with the Illinois Civil Service Statute and Rules (Chapter VI, Section 250.70) and University Policies, a student must meet the following criteria to be considered for hire as a student employee:

**Fall and Spring Semesters**
A student may be hired as a student worker for the fall and spring semester if:

- The student is to be registered for a minimum of 6 credit hours.
- The student has a GPA of 2.0 or above if they are an undergraduate student.
- If the student employee does not meet the minimum GPA requirement, refer to the Academic Probation section of this manual.

**Summer Semester**
A student may be hired as a student worker for the summer semester if:

- The student is enrolled for at least 3 credit hours during the summer semester; or
- The student was enrolled as a student during the spring semester; or
- The student has indicated their intention to be registered for the fall semester for a minimum of 6 semester hours.
- The student must have a GPA of 2.0 or above if they are an undergraduate student. If the student employee does not meet the minimum GPA requirement refer to the Academic Probation section of this manual.

**Note:**

- Students taking less than three semester hours during the summer are subject to FICA deductions.
• Student employees are not permitted to work flex-hours during the summer.
• If the student does not meet the above listed 6-hour enrollment requirement for the fall and spring semester, the student will need to be hired as Extra Help, and processed through Contracts, Records, and Reports.

International Students

International Students on a visa must, in accordance with INS regulations, be enrolled for a minimum of 12 hours during the fall and spring semesters to qualify for student employment and are subject to the same GPA requirements as non-international students. International students are not required to attend summer session and may work 37.5 hours during the summer.

Acceptable Work Hours
Student employees may generally work a maximum of 20 hours per week, while classes are in session. The Academic Advising Dean may decrease the 20-hour per week maximum for those students not in good academic standing, refer to the Academic Probation section for more information. The 20-hour per week maximum may be increased by the Student Employment office if an Excess Hour Permit has been completed and approved, refer to the Excess Hour section for more information. Due to the rules outlined by the Affordable Care Act, it is critically important that work hours do not exceed the 20 hour maximum. As a result, it is important to note that requests for increased hours will rarely be approved.

In special cases where approval is granted, allowable hours will not exceed 25 hours per week. During vacation periods while the university is open, students may work up 25 hours a week. For the summer semester, those students taking 3 semester hours or more are subject to the 20 hours per week limitation, unless an Excess Hour Permit has been filed and approved, refer to the Excess Hour section for more information. All other students meeting summer eligibility requirements may work 25 hours per week.

If a student is working more than one on-campus job, the student must schedule work so that the total hours combined are less than or equal to the 20 hours allotted. The same holds true during vacation periods: the total number of hours for all positions cannot exceed 25.

International Students

The maximum number of hours that an international student may work is 20 hours a week, including during vacation periods. If more than one department employs the student, the student will need to ensure that the total number of work hours does not exceed 20. During the summer semester, an international student may work up to 25 hours per week as long as they are not enrolled for the semester. If the student is enrolled, the 20-hour limitation is enforced.

Overtime
University regulations prohibit overtime hours for students, except in emergency situations. Any hours over 7.5 in one day are considered overtime hours worked. Student employees are considered non-exempt under the Fair Labor Standards Act (FLSA) and may not be scheduled to work or be paid overtime. If a student employee inadvertently works over 7.5 hours in one day, the student must be compensated at the rate of one and one-half times the regular rate. If an emergency situation arises and overtime occurs, the Student Employment Office will need a memorandum explaining the nature of the emergency.
Excess Hours

Undergraduate students with a minimum GPA of 2.5 may receive permission to work a maximum of 25 hours per week. Supervisors must submit the Request to work in Excess of 20 hours per week form, which can be found on the Human Resource Services (HRS) website (www.hr.niu.edu). The form will need to be submitted to the Student Employment Office prior to the student working excess hours. Students, even after the excess hour permit has been issued, are not to be employed more than 7.5 hours in any one day, except in emergencies. If an emergency arises, please justify the overtime by submitting a memo to the Student Employment Office explaining the nature of the emergency. When classes are not in session students may work 25 hours per week without obtaining an Excess Hours Permit. Note that approval for excess hours is rare. Students are not permitted to work flex-hours during the summer.

Academic Probation

An undergraduate student is considered to be on academic probation if they have less than a 2.0 GPA. A graduate student is on academic probation if they have less than a 3.0 GPA. Student employment eligibility requirements indicate that a student must be in good academic standing to be employed. This requirement can be waived if permission is obtained from the student’s major college academic advisement office. Employment paperwork for students on academic probation will not be processed until permission is received.

To obtain this permission, the student needs to take the Academic Probation Permit, which can be found on the Human Resource website (www.hr.niu.edu) under Forms, to their major Academic Advising Dean for approval and signature. It is important that a maximum number of work hours per week be indicated on the form; the Student Employment Office will not accept “work at own risk”. Once the student meets with their respective major Academic Advising Dean, the student needs to submit the form to the Student Employment Office or to the hiring department, so that the hiring paperwork can be processed. If the student is currently employed and goes on academic probation, the departments will be notified that the academic probation permit is required. It is the hiring department’s responsibility to notify the student of this requirement. If the form is not received within the specified time period, the student will be administratively terminated.

Additional Job

Students are permitted to hold more than one student job on campus. Effective 7-1-02 students are allowed to hold more than one work-study job during the academic year. The students cannot exceed a total of 20 hours for all positions held on campus. Departments should assist the students in the monitoring of these hours. To request that the student be allowed to work in excess of the 20-hour limit, the department must submit an Excess Hours form. Refer to the Excess Hours section for more information.

Payroll Procedures

Pay Day

Note that students are paid on the 15th and the last day of the month. Please also be aware that students will receive payment two weeks after the end of a pay period. For example, a student who worked from April 1-April 15 will receive payment for that period on April 30.

Payroll checks and direct deposit will not be released until the scheduled payday for each pay period. All time sheets not properly completed may not be processed until the next payroll period.
Timesheets
All SEF students are responsible for reporting the number of hours they work each pay period. OSEEL uses two (2) separate time sheets to report these hours. These time sheets are detailed below:

1. Program Time Sheet (Appendix B)
As part of your SEF, you will be asked to fill out a program time sheet for each pay period that you work. The program time sheet is the form you will use to report hours worked to both your mentor and to the Office of Student Engagement and Experiential Learning via ugresearch@niu.edu.

You will be responsible for forwarding the program time sheet to your mentor and your mentor will be responsible for sending the approved time sheet to OSEEL via ugresearch@niu.edu. Please note that OSEEL will accept an electronic copy of your time sheet if it is sent from your faculty supervisor's NIU email address. OSEEL will use this time sheet to determine your pay for each pay period. It is important that OSEEL receives your program time sheet on or before the dates indicated. Please keep in mind that a delay in receiving your time sheets will, likely, result in a delay in your pay.

2. Human Resources Time Sheet
In addition to the program time sheet, OSEEL uses the Human Resources Time Sheet to report the hours you worked to Human Resources. Students will need to make an appointment with Patty Lee (815-753-8154 or patlee@niu.edu) to pre-sign all of the Human Resources Time Sheets after your hiring paperwork has been processed.

It is the responsibility of the employee to fill out timesheets in accordance with proper procedures and guidelines. Some general guidelines are as follows:

- The week starts on Monday and ends on Sunday when calculating hours per week.
- Remember to stay within 20 hours a week (or your allotted hours) between all paid jobs on campus. If you work more hours during one week with your first job, than reduce the hours with your second job in order to stay within the limited hours per week.
- The dates at the top of the pay sheet refer to the first and last day of that pay period, not first and last day of working that pay period.
- Record the place worked if you worked on a weekend or holiday/closure day.
- Record hours worked for each day during that pay period. You must not combine pay periods onto one sheet.
- Any late pay sheets will be turned in with the next payroll which will result in late pay checks.
- Although we discourage overtime hours, if you should find a need to work overtime due to an emergency situation, your Supervisor will need to send a detailed e-mail to StudentEmployment@niu.edu if you go over 7.5 hours in a day. Record “(Date), Overtime for (name of student)” in the Subject field of the e-mail. Please note that if you work overtime it is your responsibility to adjust your hours on other days to ensure that you do not exceed the maximum hours limit (20 hours).

SEF Hours
Please keep in mind that your SEF research assistant position ends when you have worked the amount of hours equivalent to your total stipend awarded. Any hours over this amount will not be paid. If you exceed your awarded stipend you may not be considered for funding in the future.
**Student Expectations - COMPLETE AFTER RECEIVED THE FUNDS:**

1. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugresearc@niu.edu to make other arrangements.

2. **Complete a Student-Faculty contract with your faculty mentor.** Turn in an electronic copy to ugresearc@niu.edu or a hard copy to Altgeld 100.

3. Students taking part in the SEF program are required to turn in a final report and program evaluation at the completion of their project. Final report guidelines are listed below. A link for the program evaluation and final report will be sent out to you near the end of the semester.

4. Finally, students funded through Student Engagement Fund program are strongly encouraged to present at the annual Undergraduate Research & Artistry Day or Community Engagement Showcase that is held in April.

   ❖ Please note, failure to complete any one of these expectations could result in repayment penalties or decreased consideration for funding in the future.

**Student Final Report Guidelines**

Submission of a final report is a condition of the Student Engagement Fund program. Students will not receive their final paycheck until their final report has been signed by both student and faculty mentor and submitted to the Office of Student Engagement & Experiential Learning (OSEEL).

A final report will only be considered complete once the following items have been received by the Office of Student Engagement and Experiential Learning (OSEEL):

- **Cover Sheet:** Final reports will not be accepted without a cover sheet (Appendix A), signed by both the student and faculty supervisor. If more than one student participated in this project, each student must fill out a separate 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 reflection of the impact that the SEF program had on your academic experience

Final reports should be written using **12-point Times New Roman font, double-spaced, 1” margins, left justified.** You should write your summary with a general audience in mind (i.e. faculty, students, and staff who may not be familiar with your particular field). You are welcome to include other materials in addition to your report (i.e. pictures, a published paper or final report written in conjunction with your faculty supervisor), but these should not take the place of your summary. If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.

- **SEF Evaluation:** Your evaluation of the SEF program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the SEF program. If you prefer that your name not be used, please indicate this on the evaluation.
The report must be signed by both the student and the faculty supervisor. If a student fails to submit a final report, he/she will not receive his/her final paycheck, and will be ineligible to apply for a future programs administered by OSEEL.

Submission of the final report can be sent to ugresearch@niu.edu in PDF form or a hard copy can be submitted to the Office of Student Engagement and Experiential Learning in Altgeld 100.

| Cover Page                                                                 | All final reports must be accompanied by the USOAR proposal cover page.  
|                                                                           | - You and your faculty supervisor must sign the cover page  
|                                                                           | - If more than one student participated in this project, each student must fill out a separate cover sheet (Note: The faculty supervisor only needs to sign one cover page).  
|                                                                           | - Reports without a cover page will not be accepted  
| Length                                                                   | The main body of the proposal should be no more than 5 pages.  
| Margins                                                                  | Margins should be 1”  
| Font type and size                                                       | The type font and size for the proposal is Times New Roman, 12 pt.  
| Spacing                                                                  | The proposal should be double-spaced  
| Justification                                                            | All items should be left justified  
| Literature citations                                                     | Literature citations within the text should be properly cited in parentheses.  
|                                                                           | Please use an acceptable citation style (MLA, APA, Chicago Style, etc).  
| Budget Format                                                            | Students must provide a brief justification for the proposed expenses in the budget.  
|                                                                           | Students must also provide a line-by-line budget in a table. You may create a budget in an excel worksheet and copy and paste it into your proposal.  
|                                                                           | Budgets written only in narrative form will not be accepted.  
| File format                                                              | Your document should be formatted as a Microsoft word document.  
|                                                                           | If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.  

**Faculty Expectations:**

- Hire a student and complete faculty/student contract by no later than 4 weeks into the funding period.
  - All funds not spent by the last day of semester’s finals week will be forfeited and are not transferable into the next semester.
- All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your student are unable to attend, please contact ugresearch@niu.edu to make other arrangements.
• Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
• All students participating in SEF are strongly encouraged to present their research at Undergraduate Research and Artistry Day or Community Engagement Showcase.
• Please direct your student to read and complete the Research Information – Stipend section of this handbook.

Research Information – Expense & Stipend

Student Required Hiring Paperwork – COMPLETE BEFORE THE START OF THE PROJECT

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If you have worked for NIU in the past year, please contact Patty Lee with the following information:
• Your employee and/or ZID
• The department of employment
• The dates of your employment

If you have not worked for NIU in the past year, please provide documents for the I-9 form during your meeting with Patty including:
• Original ID(s)
• Bank account and routing number

Patty can be reached via email at patlee@niu.edu or by phone at 815-753-8154.

Employment Eligibility

In accordance with the Illinois Civil Service Statute and Rules (Chapter VI, Section 250.70) and University Policies, a student must meet the following criteria to be considered for hire as a student employee:

Fall and Spring Semesters
A student may be hired as a student worker for the fall and spring semester if:
• The student is to be registered for a minimum of 6 credit hours.
• The student has a GPA of 2.0 or above if they are an undergraduate student.
• If the student employee does not meet the minimum GPA requirement, refer to the Academic Probation section of this manual.

Summer Semester
A student may be hired as a student worker for the summer semester if:
• The student is enrolled for at least 3 credit hours during the summer semester; or
• The student was enrolled as a student during the spring semester; or
• The student has indicated their intention to be registered for the fall semester for a minimum of 6 semester hours.
• The student must have a GPA of 2.0 or above if they are an undergraduate student. If the student employee does not meet the minimum GPA requirement refer to the Academic Probation section of this manual.

Note:
• Students taking less than three semester hours during the summer are subject to FICA deductions.
• Student employees are not permitted to work flex-hours during the summer.
• If the student does not meet the above listed 6-hour enrollment requirement for the fall and spring semester, the student will need to be hired as Extra Help, and processed through Contracts, Records, and Reports.

International Students
International Students on a visa must, in accordance with INS regulations, be enrolled for a minimum of 12 hours during the fall and spring semesters to qualify for student employment and are subject to the same GPA requirements as non-international students. International students are not required to attend summer session and may work 37.5 hours during the summer.

Acceptable Work Hours
Student employees may generally work a maximum of 20 hours per week, while classes are in session. The Academic Advising Dean may decrease the 20-hour per week maximum for those students not in good academic standing, refer to the Academic Probation section for more information. The 20-hour per week maximum may be increased by the Student Employment office if an Excess Hour Permit has been completed and approved, refer to the Excess Hour section for more information. Due to the rules outlined by the Affordable Care Act, it is critically important that work hours do not exceed the 20 hour maximum. As a result, it is important to note that requests for increased hours will rarely be approved. In special cases where approval is granted, allowable hours will not exceed 25 hours per week.
During vacation periods while the university is open, students may work up 25 hours a week. For the summer semester, those students taking 3 semester hours or more are subject to the 20 hours per week limitation, unless an Excess Hour Permit has been filed and approved, refer to the Excess Hour section for more information. All other students meeting summer eligibility requirements may work 25 hours per week.
If a student is working more than one on-campus job, the student must schedule work so that the total hours combined are less than or equal to the 20 hours allotted. The same holds true during vacation periods: the total number of hours for all positions cannot exceed 25.

International Students
The maximum number of hours that an international student may work is 20 hours a week, including during vacation periods. If more than one department employs the student, the student will need to ensure that the total number of work hours does not exceed 20. During the summer semester, an international student may work up to 25 hours per week as long as they are not enrolled for the semester. If the student is enrolled, the 20-hour limitation is enforced.
Overtime
University regulations prohibit overtime hours for students, except in emergency situations. Any hours over 7.5 in one day are considered overtime hours worked. Student employees are considered non-exempt under the Fair Labor Standards Act (FLSA) and may not be scheduled to work or be paid overtime. If a student employee inadvertently works over 7.5 hours in one day, the student must be compensated at the rate of one and one-half times the regular rate. If an emergency situation arises and overtime occurs, the Student Employment Office will need a memorandum explaining the nature of the emergency.

Excess Hours
Undergraduate students with a minimum GPA of 2.5 may receive permission to work a maximum of 25 hours per week. Supervisors must submit the Request to work in Excess of 20 hours per week form, which can be found on the Human Resource Services (HRS) website (www.hr.niu.edu). The form will need to be submitted to the Student Employment Office prior to the student working excess hours. Students, even after the excess hour permit has been issued, are not to be employed more than 7.5 hours in any one day, except in emergencies. If an emergency arises, please justify the overtime by submitting a memo to the Student Employment Office explaining the nature of the emergency. When classes are not in session students may work 25 hours per week without obtaining an Excess Hours Permit. Note that approval for excess hours is rare. Students are not permitted to work flex-hours during the summer.

Academic Probation
An undergraduate student is considered to be on academic probation if they have less than a 2.0 GPA. A graduate student is on academic probation if they have less than a 3.0 GPA. Student employment eligibility requirements indicate that a student must be in good academic standing to be employed. This requirement can be waived if permission is obtained from the student’s major college academic advisement office. Employment paperwork for students on academic probation will not be processed until permission is received.

To obtain this permission, the student needs to take the Academic Probation Permit, which can be found on the Human Resource website (www.hr.niu.edu) under Forms, to their major Academic Advising Dean for approval and signature. It is important that a maximum number of work hours per week be indicated on the form; the Student Employment Office will not accept “work at own risk”. Once the student meets with their respective major Academic Advising Dean, the student needs to submit the form to the Student Employment Office or to the hiring department, so that the hiring paperwork can be processed. If the student is currently employed and goes on academic probation, the departments will be notified that the academic probation permit is required. It is the hiring department’s responsibility to notify the student of this requirement. If the form is not received within the specified time period, the student will be administratively terminated.

Additional Job
Students are permitted to hold more than one student job on campus. Effective 7-1-02 students are allowed to hold more than one work-study job during the academic year. The students cannot exceed a total of 20 hours for all positions held on campus. Departments should assist the students in the monitoring of these hours. To request that the student be allowed to work in excess of the 20-hour limit, the department must submit an Excess Hours form. Refer to the Excess Hours section for more information.
Payroll Procedures

Pay Day
Note that students are paid on the 15th and the last day of the month. Please also be aware that students will receive payment two weeks after the end of a pay period. For example, a student who worked from April 1-April 15 will receive payment for that period on April 30.

Payroll checks and direct deposit will not be released until the scheduled payday for each pay period. All timesheets not properly completed may not be processed until the next payroll period.

Timesheets
All SEF students are responsible for reporting the number of hours they work each pay period. OSEEL uses two (2) separate time sheets to report these hours. These time sheets are detailed below:

1. Program Time Sheet (Appendix B)
As part of your SEF, you will be asked to fill out a program time sheet for each pay period that you work. The program time sheet is the form you will use to report hours worked to both your mentor and to the Office of Student Engagement and Experiential Learning via ugresearch@niu.edu.

You will be responsible for forwarding the program time sheet to your mentor and your mentor will be responsible for sending the approved time sheet to OSEEL via ugresearch@niu.edu. Please note that OSEEL will accept an electronic copy of your time sheet if it is sent from your faculty supervisor’s NIU email address. OSEEL will use this time sheet to determine your pay for each pay period. It is important that OSEEL receives your program time sheet on or before the dates indicated. Please keep in mind that a delay in receiving your time sheets will, likely, result in a delay in your pay.

2. Human Resources Time Sheet
In addition to the program time sheet, OSEEL uses the Human Resources Time Sheet to report the hours you worked to Human Resources. Students will need to make an appointment with Patty Lee (815-753-8154 or patlee@niu.edu) to pre-sign all of the Human Resources Time Sheets after your hiring paperwork has been processed.

It is the responsibility of the employee to fill out timesheets in accordance with proper procedures and guidelines. Some general guidelines are as follows:

- The week starts on Monday and ends on Sunday when calculating hours per week.
- Remember to stay within 20 hours a week (or your allotted hours) between all paid jobs on campus. If you work more hours during one week with your first job, than reduce the hours with your second job in order to stay within the limited hours per week.
- The dates at the top of the pay sheet refer to the first and last day of that pay period, not first and last day of working that pay period.
- Record the place worked if you worked on a weekend or holiday/closure day.
- Record hours worked for each day during that pay period. You must not combine pay periods onto one sheet.
- Any late pay sheets will be turned in with the next payroll which will result in late pay checks.
- Although we discourage overtime hours, if you should find a need to work overtime due to an emergency situation, your Supervisor will need to send a detailed e-mail to StudentEmployment@niu.edu if you go over 7.5 hours in a day. Record “(Date), Overtime for (name of student)” in the Subject field of the e-mail. Please note that if you work overtime it is
your responsibility to adjust your hours on other days to ensure that you do not exceed the maximum hours limit (20 hours).

**SEF Hours**

Please keep in mind that your SEF research assistant position ends when you have worked the amount of hours equivalent to your total stipend awarded. Any hours over this amount will not be paid. If you exceed your awarded stipend you may not be considered for funding in the future.

**Student Required Expense Information – COMPLETE TO RECEIVE AWARD FUNDS:**

**A: Itemized Budgets**

Students awarded funds for expenses (or travel funding) must provide a final budget listing of all expenses and clearly indicating the funding amount if any to be used specifically for purchasing NIU goods or services (examples include but are not limited to: NIU transportation services, chemical supplies, rental of equipment or facilities). See attached expense form to use for budget submissions. Submit this budget using the attached form to ugresearch@niu.edu. Please note that this should be the same of revised version of the budget that was submitted along with your application.

Final version of the “Expense Report” will be due at the completion of the project (explained below) along with a final written report completed by the student. Please keep in mind that following documents will be required to submit along with your final report:

*Travel* – proof of purchase, original invoice or e-ticket must be attached. All travel receipts must correspond to original proposal.

*Conferences* – confirmation from the conference or exhibition site must be included indicating student participation.

*Equipment* – only expenses for NIU goods and services indicated in the expense report would be allocated to department or faculty mentor. All other expenses will need to be purchased by the student after he/she receives the check sent to address indicated on the expense report. *Supplies* – all original receipts must be turned in with the expense report at the completion of the project and must reflect your original proposal. Items deemed not relevant to your proposal will not be reimbursed.

**B: Study Abroad (for study abroad recipients only)**

Study Abroad funding recipients must contact the Study Abroad Office (Williston 417) to receive information about safety, insurance, health records, etc. Students need to request a Study Abroad Office representative to notify Bridgett Phelan at ugresearch@niu.edu after receipt of the above mentioned information. Funds won’t be allocated until the above actions have been taken.

**C: NIU’s Institutional Review Board (IRB) – (for research involving human subjects only)**

Funding for requests that include data collection (anything from interviews to collection of bodily fluid samples) from human subjects must be reviewed and approved by the NIU’s Institutional Review Board (IRB) prior to initiation of the research. Students must have their faculty mentor confirm (by emailing Bridgett Phelan at ugresearch@niu.edu) that either the research does NOT involve human subjects OR that the student has received IRB approval for the use of human subjects in research.
Student Expectations – COMPLETE AFTER RECEIVED THE FUNDS:

1. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugresearch@niu.edu to make other arrangements.

2. Complete a Student-Faculty contract with your faculty mentor. Turn in an electronic copy to ugresearch@niu.edu or a hard copy to Altgeld 100.

3. Students taking part in the SEF program are required to turn in a final report and program evaluation at the completion of their project. Final report guidelines are listed below. A link for the program evaluation and final report will be sent out to you near the end of the semester.

4. Finally, students funded through Student Engagement Fund program are strongly encouraged to present at the annual Undergraduate Research & Artistry Day or Community Engagement Showcase that is held in April.

Please note, failure to complete any one of these expectations could result in repayment penalties or decreased consideration for funding in the future.

Student Final Report Guidelines

Submission of a final report is a condition of the Student Engagement Fund program. Students will not receive their final paycheck until their final report has been signed by both student and faculty mentor and submitted to the Office of Student Engagement & Experiential Learning (OSEEL).

A final report will only be considered complete once the following items have been received by the Office of Student Engagement and Experiential Learning (OSEEL):

- **Cover Sheet:** Final reports will not be accepted without a cover sheet (Appendix A), signed by both the student and faculty supervisor. If more than one student participated in this project, each student must fill out a separate 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 reflection of the impact that the SEF program had on your academic experience

Final reports should be written using **12-point Times New Roman font, double-spaced, 1” margins, left justified.** You should write your summary with a general audience in mind (i.e. faculty, students, and staff who may not be familiar with your particular field). You are welcome to include other materials in addition to your report (i.e. pictures, a published paper or final report written in conjunction with your faculty supervisor), but these should not take the place of your summary. If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements.

- **SEF Evaluation:** Your evaluation of the SEF program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the SEF program. If you prefer that your name not be used, please indicate this on the evaluation.
The report must be signed by both the student and the faculty supervisor. If a student fails to submit a final report, he/she will not receive his/her final paycheck, and will be ineligible to apply for a future programs administered by OSEEL.

Submission of the final report can be sent to ugresearch@niu.edu in PDF form or a hard copy can be submitted to the Office of Student Engagement and Experiential Learning in Altgeld 100.

Cover Page

- All final reports must be accompanied by the USOAR proposal cover page.
  - You and your faculty supervisor must sign the cover page
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  - Reports without a cover page will not be accepted

Length

- The main body of the proposal should be no more than 5 pages.

Margins

- Margins should be 1”

Font type and size

- The type font and size for the proposal is Times New Roman, 12 pt.

Spacing

- The proposal should be double-spaced

Justification

- All items should be left justified

Literature citations

- Literature citations within the text should be properly cited in parentheses.
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- Students must provide a brief justification for the proposed expenses in the budget.
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File format

- Your document should be formatted as a Microsoft word document.
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Faculty Expectations:

- Hire a student and complete faculty/student contract by no later than 4 weeks into the funding period
  - All funds not spent by the last day of semester’s finals week will be forfeited and are not transferable into the next semester.
- All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your student are unable to attend, please contact ugresearch@niu.edu to make other arrangements.
• Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
• All students participating in SEF are strongly encouraged to present their research at Undergraduate Research and Artistry Day or Community Engagement Showcase.
• Please direct your student to read and complete the Research Information – Expense & Stipend section of this handbook.

Service Information - Expense

Student Required Expense Information – COMPLETE TO RECEIVE AWARDED FUNDS:

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5. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugresearch@niu.edu to make other arrangements.

6. **Complete a Student-Faculty contract with your faculty mentor.** Turn in an electronic copy to ugresearch@niu.edu or a hard copy to Altgeld 100.

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- **SEF Evaluation:** Your evaluation of the SEF program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the SEF program. If you prefer that your name not be used, please indicate this on the
evaluation.

**The report must be signed by both the student and the faculty supervisor.** If a student fails to submit a final report, he/she will not receive his/her final paycheck, and will be ineligible to apply for a future programs administered by OSEEL.

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- All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your student are unable to attend, please contact ugresearch@niu.edu to make other arrangements.
- Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
- All students participating in SEF are strongly encouraged to present their research at Undergraduate Research and Artistry Day or Community Engagement Showcase.
- Please direct your student to read and complete the Service Information – Expense section of this handbook.

Service Information – Stipend

Student Required Hiring Paperwork – COMPLETE BEFORE THE START OF THE PROJECT

As a SEF research assistant, you will be considered an employee of Northern Illinois University. If you have not worked for NIU in the past year, you will be required to make an appointment with Patty Lee (815-753-8154 or patlee@niu.edu) in the Office of Student Engagement and Experiential Learning to pick up a New Hire packet.

If you have worked for NIU in the past year, please contact Patty Lee with the following information:
- Your employee and/or ZID
- The department of employment
- The dates of your employment

If you have not worked for NIU in the past year, please provide documents for the I-9 form during your meeting with Patty including:
- Original ID(s)
- Bank account and routing number

Patty can be reached via email at patlee@niu.edu or by phone at 815-753-8154.

Employment Eligibility

In accordance with the Illinois Civil Service Statute and Rules (Chapter VI, Section 250.70) and University Policies, a student must meet the following criteria to be considered for hire as a student employee:

Fall and Spring Semesters
A student may be hired as a student worker for the fall and spring semester if:
- The student is to be registered for a minimum of 6 credit hours.
- The student has a GPA of 2.0 or above if they are an undergraduate student.
- If the student employee does not meet the minimum GPA requirement, refer to the Academic Probation section of this manual.

Summer Semester
A student may be hired as a student worker for the summer semester if:
The student is enrolled for at least 3 credit hours during the summer semester; or
The student was enrolled as a student during the spring semester; or
The student has indicated their intention to be registered for the fall semester for a minimum of 6 semester hours.
The student must have a GPA of 2.0 or above if they are an undergraduate student. If the student employee does not meet the minimum GPA requirement refer to the Academic Probation section of this manual.

Note:
Students taking less than three semester hours during the summer are subject to FICA deductions.
Student employees are not permitted to work flex-hours during the summer.
If the student does not meet the above listed 6-hour enrollment requirement for the fall and spring semester, the student will need to be hired as Extra Help, and processed through Contracts, Records, and Reports.

International Students
International Students on a visa must, in accordance with INS regulations, be enrolled for a minimum of 12 hours during the fall and spring semesters to qualify for student employment and are subject to the same GPA requirements as non-international students. International students are not required to attend summer session and may work 37.5 hours during the summer.

Acceptable Work Hours
Student employees may generally work a maximum of 20 hours per week, while classes are in session. The Academic Advising Dean may decrease the 20-hour per week maximum for those students not in good academic standing, refer to the Academic Probation section for more information. The 20-hour per week maximum may be increased by the Student Employment office if an Excess Hour Permit has been completed and approved, refer to the Excess Hour section for more information. Due to the rules outlined by the Affordable Care Act, it is critically important that work hours do not exceed the 20 hour maximum. As a result, it is important to note that requests for increased hours will rarely be approved. In special cases where approval is granted, allowable hours will not exceed 25 hours per week. During vacation periods while the university is open, students may work up 25 hours a week. For the summer semester, those students taking 3 semester hours or more are subject to the 20 hours per week limitation, unless an Excess Hour Permit has been filed and approved, refer to the Excess Hour section for more information. All other students meeting summer eligibility requirements may work 25 hours per week.
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Academic Probation
An undergraduate student is considered to be on academic probation if they have less than a 2.0 GPA. A graduate student is on academic probation if they have less than a 3.0 GPA. Student employment eligibility requirements indicate that a student must be in good academic standing to be employed. This requirement can be waived if permission is obtained from the student’s major college academic advisement office. Employment paperwork for students on academic probation will not be processed until permission is received.
To obtain this permission, the student needs to take the Academic Probation Permit, which can be found on the Human Resource website (www.hr.niu.edu) under Forms, to their major Academic Advising Dean for approval and signature. It is important that a maximum number of work hours per week be indicated on the form; the Student Employment Office will not accept “work at own risk”. Once the student meets with their respective major Academic Advising Dean, the student needs to submit the form to the Student Employment Office or to the hiring department, so that the hiring paperwork can be processed. If the student is currently employed and goes on academic probation, the departments will be notified that the academic probation permit is required. It is the hiring department’s responsibility to notify the student of this requirement. If the form is not received within the specified time period, the student will be administratively terminated.

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Students are permitted to hold more than one student job on campus. Effective 7-1-02 students are allowed to hold more than one work-study job during the academic year. The students cannot exceed a total of 20 hours for all positions held on campus. Departments should assist the students in the monitoring of these hours. To request that the student be allowed to work in excess of the 20-hour limit, the department must submit an Excess Hours form. Refer to the Excess Hours section for more information.
Payroll Procedures

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Note that students are paid on the 15th and the last day of the month. Please also be aware that students will receive payment two weeks after the end of a pay period. For example, a student who worked from April 1-April 15 will receive payment for that period on April 30.

Payroll checks and direct deposit will not be released until the scheduled payday for each pay period. All time sheets not properly completed may not be processed until the next payroll period.

Timesheets
All SEF students are responsible for reporting the number of hours they work each pay period. OSEEL uses two (2) separate time sheets to report these hours. These time sheets are detailed below:

1. Program Time Sheet (Appendix B)
As part of your SEF, you will be asked to fill out a program time sheet for each pay period that you work. The program time sheet is the form you will use to report hours worked to both your mentor and to the Office of Student Engagement and Experiential Learning via ugresearch@niu.edu.

You will be responsible for forwarding the program time sheet to your mentor and your mentor will be responsible for sending the approved time sheet to OSEEL via ugresearch@niu.edu. Please note that OSEEL will accept an electronic copy of your time sheet if it is sent from your faculty supervisor’s NIU email address. OSEEL will use this time sheet to determine your pay for each pay period. It is important that OSEEL receives your program time sheet on or before the dates indicated. Please keep in mind that a delay in receiving your time sheets will likely result in a delay in your pay.

2. Human Resources Time Sheet
In addition to the program time sheet, OSEEL uses the Human Resources Time Sheet to report the hours you worked to Human Resources. Students will need to make an appointment with Patty Lee (815-753-8154 or patlee@niu.edu) to pre-sign all of the Human Resources Time Sheets after your hiring paperwork has been processed. It is the responsibility of the employee to fill out timesheets in accordance with proper procedures and guidelines. Some general guidelines are as follows:

- The week starts on Monday and ends on Sunday when calculating hours per week.
- Remember to stay within 20 hours a week (or your allotted hours) between all paid jobs on campus. If you work more hours during one week with your first job, than reduce the hours with your second job in order to stay within the limited hours per week.
- The dates at the top of the pay sheet refer to the first and last day of that pay period, not first and last day of working that pay period.
- Record the place worked if you worked on a weekend or holiday/closure day.
- Record hours worked for each day during that pay period. You must not combine pay periods onto one sheet.
- Any late pay sheets will be turned in with the next payroll which will result in late pay checks.
- Although we discourage overtime hours, if you should find a need to work overtime due to an emergency situation, your Supervisor will need to send a detailed e-mail to StudentEmployment@niu.edu if you go over 7.5 hours in a day. Record “[Date], Overtime for (name of student)” in the Subject field of the e-mail. Please note that if you work overtime it is...
your responsibility to adjust your hours on other days to ensure that you do not exceed the maximum hours limit (20 hours).

**SEF Hours**
Please keep in mind that your SEF research assistant position ends when you have worked the amount of hours equivalent to your total stipend awarded. Any hours over this amount will not be paid. If you exceed your awarded stipend you may not be considered for funding in the future.

**Student Expectations - COMPLETE AFTER RECEIVED THE FUNDS:**

5. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugresearch@niu.edu to make other arrangements.

6. **Complete a Student-Faculty contract with your faculty mentor.** Turn in an electronic copy to ugresearch@niu.edu or a hard copy to Altgeld 100.

7. Students taking part in the SEF program are required to turn in a **final report and program evaluation** at the completion of their project. Final report guidelines are listed below. A link for the program evaluation and final report will be sent out to you near the end of the semester.

8. Finally, students funded through Student Engagement Fund program are strongly encouraged to present at the annual Undergraduate Research & Artistry Day or Community Engagement Showcase that is held in April.

❖ Please note, failure to complete any one of these expectations could result in repayment penalties or decreased consideration for funding in the future.

**Student Final Report Guidelines**

Submission of a final report is a condition of the Student Engagement Fund program. Students will not receive their final paycheck until their final report has been signed by both student and faculty mentor and submitted to the Office of Student Engagement & Experiential Learning (OSEEL).

A final report will only be considered complete once the following items have been received by the Office of Student Engagement and Experiential Learning (OSEEL):

- **Cover Sheet:** Final reports will not be accepted without a cover sheet (Appendix A), signed by both the student and faculty supervisor. If more than one student participated in this project, each student must fill out a separate 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 reflection of the impact that the SEF program had on your academic experience

Final reports should be written using **12-point Times New Roman font, double-spaced, 1” margins, left justified.** You should write your summary with a general audience in mind (i.e. faculty, students, and staff who may not be familiar with your particular field). You are welcome to include other materials in addition to your report (i.e. pictures, a published paper or final report written in conjunction with your faculty supervisor), but these should not take the place of your summary. If you have chemical or
mathematical symbols you should submit jpegs of the figures that contain these elements.

- **SEF Evaluation:** Your evaluation of the SEF program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the SEF program. If you prefer that your name not be used, please indicate this on the evaluation.

The report must be signed by both the student and the faculty supervisor. If a student fails to submit a final report, he/she will not receive his/her final paycheck, and will be ineligible to apply for a future programs administered by OSEEL.

Submission of the final report can be sent to ugresearch@niu.edu in PDF form or a hard copy can be submitted to the Office of Student Engagement and Experiential Learning in Altgeld 100.

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  ▪ You and your faculty supervisor must sign the cover page  
  ▪ If more than one student participated in this project, each student must fill out a separate cover sheet (Note: The faculty supervisor only needs to sign one cover page).  
  ▪ Reports without a cover page will not be accepted |

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Faculty Expectations:

- Hire a student and complete faculty/student contract by no later than 4 weeks into the funding period.
  - All funds not spent by the last day of semester’s finals week will be forfeited and are not transferable into the next semester.
- All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your student are unable to attend, please contact ugresearch@niu.edu to make other arrangements.
- Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.
- All students participating in SEF are strongly encouraged to present their research at Undergraduate Research and Artistry Day or Community Engagement Showcase.
- Please direct your student to read and complete the Service Information – Stipend section of this handbook.

Service Information – Expense & Stipend

Student Required Hiring Paperwork – COMPLETE BEFORE THE START OF THE PROJECT

As a SEF research assistant, you will be considered an employee of Northern Illinois University. If you have not worked for NIU in the past year, you will be required to make an appointment with Patty Lee (815-753-8154 or patlee@niu.edu) in the Office of Student Engagement and Experiential Learning to pick up a New Hire packet.

If you have worked for NIU in the past year, please contact Patty Lee with the following information:
- Your employee and/or ZID
- The department of employment
- The dates of your employment

If you have not worked for NIU in the past year, please provide documents for the I-9 form during your meeting with Patty including:
- Original ID(s)
- Bank account and routing number

Patty can be reached via email at patlee@niu.edu or by phone at 815-753-8154.

Employment Eligibility

In accordance with the Illinois Civil Service Statute and Rules (Chapter VI, Section 250.70) and University Policies, a student must meet the following criteria to be considered for hire as a student employee:

Fall and Spring Semesters

A student may be hired as a student worker for the fall and spring semester if:
- The student is to be registered for a minimum of 6 credit hours.
- The student has a GPA of 2.0 or above if they are an undergraduate student.
• If the student employee does not meet the minimum GPA requirement, refer to the Academic Probation section of this manual.

Summer Semester
A student may be hired as a student worker for the summer semester if:
• The student is enrolled for at least 3 credit hours during the summer semester; or
• The student was enrolled as a student during the spring semester; or
• The student has indicated their intention to be registered for the fall semester for a minimum of 6 semester hours.
• The student must have a GPA of 2.0 or above if they are an undergraduate student. If the student employee does not meet the minimum GPA requirement refer to the Academic Probation section of this manual.

Note:
• Students taking less than three semester hours during the summer are subject to FICA deductions.
• Student employees are not permitted to work flex-hours during the summer.
• If the student does not meet the above listed 6-hour enrollment requirement for the fall and spring semester, the student will need to be hired as Extra Help, and processed through Contracts, Records, and Reports.

International Students
International Students on a visa must, in accordance with INS regulations, be enrolled for a minimum of 12 hours during the fall and spring semesters to qualify for student employment and are subject to the same GPA requirements as non-international students. International students are not required to attend summer session and may work 37.5 hours during the summer.

Acceptable Work Hours
Student employees may generally work a maximum of 20 hours per week, while classes are in session. The Academic Advising Dean may decrease the 20-hour per week maximum for those students not in good academic standing, refer to the Academic Probation section for more information. The 20-hour per week maximum may be increased by the Student Employment office if an Excess Hour Permit has been completed and approved, refer to the Excess Hour section for more information. Due to the rules outlined by the Affordable Care Act, it is critically important that work hours do not exceed the 20 hour maximum. As a result, it is important to note that requests for increased hours will rarely be approved. In special cases where approval is granted, allowable hours will not exceed 25 hours per week. During vacation periods while the university is open, students may work up 25 hours a week. For the summer semester, those students taking 3 semester hours or more are subject to the 20 hours per week limitation, unless an Excess Hour Permit has been filed and approved, refer to the Excess Hour section for more information. All other students meeting summer eligibility requirements may work 25 hours per week.
If a student is working more than one on-campus job, the student must schedule work so that the total hours combined are less than or equal to the 20 hours allotted. The same holds true during vacation periods: the total number of hours for all positions cannot exceed 25.

International Students
The maximum number of hours that an international student may work is 20 hours a week, including during vacation periods. If more than one department employs the student, the student will need to ensure that the total number of work hours does not exceed 20. During the summer semester, an international student may work up to 25 hours per week as long as they are not enrolled for the semester. If the student is enrolled, the 20-hour limitation is enforced.

Overtime
University regulations prohibit overtime hours for students, except in emergency situations. Any hours over 7.5 in one day are considered overtime hours worked. Student employees are considered non-exempt under the Fair Labor Standards Act (FLSA) and may not be scheduled to work or be paid overtime. If a student employee inadvertently works over 7.5 hours in one day, the student must be compensated at the rate of one and one-half times the regular rate. If an emergency situation arises and overtime occurs, the Student Employment Office will need a memorandum explaining the nature of the emergency.

Excess Hours
Undergraduate students with a minimum GPA of 2.5 may receive permission to work a maximum of 25 hours per week. Supervisors must submit the Request to work in Excess of 20 hours per week form, which can be found on the Human Resource Services (HRS) website (www.hr.niu.edu). The form will need to be submitted to the Student Employment Office prior to the student working excess hours. Students, even after the excess hour permit has been issued, are not to be employed more than 7.5 hours in any one day, except in emergencies. If an emergency arises, please justify the overtime by submitting a memo to the Student Employment Office explaining the nature of the emergency. When classes are not in session students may work 25 hours per week without obtaining an Excess Hours Permit. Note that approval for excess hours is rare. Students are not permitted to work flex-hours during the summer.

Academic Probation
An undergraduate student is considered to be on academic probation if they have less than a 2.0 GPA. A graduate student is on academic probation if they have less than a 3.0 GPA. Student employment eligibility requirements indicate that a student must be in good academic standing to be employed. This requirement can be waived if permission is obtained from the student’s major college academic advisement office. Employment paperwork for students on academic probation will not be processed until permission is received.

To obtain this permission, the student needs to take the Academic Probation Permit, which can be found on the Human Resource website (www.hr.niu.edu) under Forms, to their major Academic Advising Dean for approval and signature. It is important that a maximum number of work hours per week be indicated on the form; the Student Employment Office will not accept “work at own risk”. Once the student meets with their respective major Academic Advising Dean, the student needs to submit the form to the Student Employment Office or to the hiring department, so that the hiring paperwork can be processed. If the student is currently employed and goes on academic probation, the departments will be notified that the academic probation permit is required. It is the hiring department’s responsibility to notify the student of this requirement. If the form is not received within the specified time period, the student will be administratively terminated.

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Note that students are paid on the 15th and the last day of the month. Please also be aware that students will receive payment two weeks after the end of a pay period. For example, a student who worked from April 1-April 15 will receive payment for that period on April 30.

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**Timesheets**

All SEF students are responsible for reporting the number of hours they work each pay period. OSEEL uses two (2) separate time sheets to report these hours. These time sheets are detailed below:

1. **Program Time Sheet (Appendix B)**

As part of your SEF, you will be asked to fill out a program time sheet for each pay period that you work. The program time sheet is the form you will use to report hours worked to both your mentor and to the Office of Student Engagement and Experiential Learning via ugresearch@niu.edu.

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In addition to the program time sheet, OSEEL uses the Human Resources Time Sheet to report the hours you worked to Human Resources. Students will need to make an appointment with Patty Lee (815-753-8154 or patlee@niu.edu) to pre-sign all of the Human Resources Time Sheets after your hiring paperwork has been processed.

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- The week starts on Monday and ends on Sunday when calculating hours per week.
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**SEF Hours**

Please keep in mind that your SEF research assistant position ends when you have worked the amount of hours equivalent to your total stipend awarded. Any hours over this amount will not be paid. If you exceed your awarded stipend you may not be considered for funding in the future.

**Student Required Expense Information – COMPLETE TO RECEIVE AWARD FUNDS:**

A: *Itemized Budgets*

Students awarded funds for expenses (or travel funding) must provide a final budget listing of all expenses and clearly indicating the funding amount if any to be used specifically for purchasing NIU goods or services (examples include but are not limited to: NIU transportation services, chemical supplies, rental of equipment or facilities). See attached expense form to use for budget submissions. Submit this budget using the attached form to ugresearch@niu.edu. Please note that this should be the same of revised version of the budget that was submitted along with your application.

Final version of the “Expense Report” will be due at the completion of the project (explained below) along with a final written report completed by the student. Please keep in mind that following documents will be required to submit along with your final report:

- **Travel** – proof of purchase, original invoice or e-ticket must be attached. All travel receipts must correspond to original proposal.
- **Conferences** – confirmation from the conference or exhibition site must be included indicating student participation.
- **Equipment** – only expenses for NIU goods and services indicated in the expense report would be allocated to department or faculty mentor. All other expenses will need to be purchased by the student after he/she receives the check sent to address indicated on the expense report.
- **Supplies** – all original receipts must be turned in with the expense report at the completion of the project and must reflect your original proposal. Items deemed not relevant to your proposal will not be reimbursed.

B: *Study Abroad (for study abroad recipients only)*

Study Abroad funding recipients must contact the Study Abroad Office (Williston 417) to receive information about safety, insurance, health records, etc. Students need to request a Study Abroad Office representative to notify Bridgett Phelan at ugresearch@niu.edu after receipt of the above mentioned information. Funds won’t be allocated until the above actions have been taken.

C: *NIU’s Institutional Review Board (IRB) – (for research involving human subjects only)*
Funding for requests that include data collection (anything from interviews to collection of bodily fluid samples) from human subjects must be reviewed and approved by the NIU’s Institutional Review Board (IRB) prior to initiation of the research. Students must have their faculty mentor confirm (by emailing Bridgett Phelan at ugrese@niu.edu) that either the research does NOT involve human subjects OR that the student has received IRB approval for the use of human subjects in research.

**Student Expectations – COMPLETE AFTER RECEIVED THE FUNDS:**

5. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugrese@niu.edu to make other arrangements.

6. Complete a Student-Faculty contract with your faculty mentor. Turn in an electronic copy to ugrese@niu.edu or a hard copy to Altgeld 100.

7. Students taking part in the SEF program are required to turn in a final report and program evaluation at the completion of their project. Final report guidelines are listed below. A link for the program evaluation and final report will be sent out to you near the end of the semester.

8. Finally, students funded through Student Engagement Fund program are strongly encouraged to present at the annual Undergraduate Research & Artistry Day or Community Engagement Showcase that is held in April.

❖ Please note, failure to complete any one of these expectations could result in repayment penalties or decreased consideration for funding in the future.

**Student Final Report Guidelines**

Submission of a final report is a condition of the Student Engagement Fund program. **Students will not receive their final paycheck until their final report has been signed by both student and faculty mentor and submitted to the Office of Student Engagement & Experiential Learning (OSEEL).**

A final report will only be considered complete once the following items have been received by the Office of Student Engagement and Experiential Learning (OSEEL):

- **Cover Sheet:** Final reports will not be accepted without a cover sheet (Appendix A), signed by both the student and faculty supervisor. If more than one student participated in this project, each student must fill out a separate cover sheet.
- **Narrative report** (limit 5 pages) that should include the following sections
  - A summary of your project and the results/outcomes
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Study Abroad Information

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**Student Expectations - COMPLETE AFTER RECEIVED THE FUNDS:**

1. All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your mentor are unable to attend, please contact ugresearch@niu.edu to make other arrangements.

2. **Complete a Student-Faculty contract with your faculty mentor.** Turn in an electronic copy to ugresearch@niu.edu or a hard copy to Altgeld 100.

3. Students taking part in the SEF program are required to turn in a **final report and program evaluation** at the completion of their project. Final report guidelines are listed below. A link for the program evaluation and final report will be sent out to you near the end of the semester.

4. Finally, students funded through Student Engagement Fund program are strongly encouraged to present at the annual Undergraduate Research & Artistry Day or Community Engagement Showcase that is held in April.

   - Please note, failure to complete any one of these expectations could result in repayment penalties or decreased consideration for funding in the future.

**Student Final Report Guidelines**

Submission of a final report is a condition of the Student Engagement Fund program. **Students will not receive their final paycheck until their final report has been signed by both student and faculty mentor and submitted to the Office of Student Engagement & Experiential Learning (OSEEL).**

A final report will only be considered complete once the following items have been received by the Office of Student Engagement and Experiential Learning (OSEEL):

- **Cover Sheet:** Final reports will not be accepted without a cover sheet (Appendix A), signed by both the student and faculty supervisor. If more than one student participated in this project, each student must fill out a separate cover sheet

- **Narrative report** (maximum 5 pages) that should include the following sections
  - A reflection of how effectively you accomplished your original objectives
  - A reflection of the impact that the SEF program had on your academic experience

Final reports should be written using **12-point Times New Roman font, double-spaced, 1” margins, left justified.** You should write your summary with a general audience in mind (i.e. faculty, students, and staff who may not be familiar with your particular field). You are welcome to include other materials in addition to your report (i.e. pictures, a published paper or final report written in conjunction with your faculty supervisor), but these **should not** take the place of your summary. If you have chemical or
mathematical symbols you should submit jpegs of the figures that contain these elements.

- **SEF Evaluation**: Your evaluation of the SEF program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the SEF program. If you prefer that your name not be used, please indicate this on the evaluation.

The report must be signed by both the student and the faculty supervisor. If a student fails to submit a final report, he/she will not receive his/her final paycheck, and will be ineligible to apply for a future programs administered by OSEEL.

| Cover Page | ▪ All final reports must be accompanied by the USOAR proposal cover page.  
▪ You and your faculty supervisor must sign the cover page  
▪ If more than one student participated in this project, each student must fill out a separate cover sheet (Note: The faculty supervisor only needs to sign one cover page).  
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<td>Length</td>
<td>▪ The main body of the proposal should be no more than 5 pages.</td>
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| Budget Format | ▪ Students must provide a brief justification for the proposed expenses in the budget.  
▪ Students must also provide a line-by-line budget in a table. You may create a budget in an excel worksheet and copy and paste it into your proposal.  
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| File format | ▪ Your document should be formatted as a Microsoft word document.  
▪ If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements. |

**Faculty Expectations:**
- Identify a student and complete faculty/student contract by no later than 4 weeks into the funding period.
  - All funds not spent by the last day of semester’s finals week will be forfeited and are not transferable into the next semester.
• All participants must attend the Student-Faculty Orientation in order to participate in the program. If you or your student are unable to attend, please contact ugresearch@niu.edu to make other arrangements.

• Assess and review the stated learning outcomes of your project to ensure successful engaged learning experience for students.

• All students participating in SEF are strongly encouraged to present their research at Undergraduate Research and Artistry Day or Community Engagement Showcase.

• Please direct your student to read and complete the Study Abroad Information section of this handbook.

Travel to Conferences Information

Student Required Expense Information – COMPLETE TO RECEIVE AWARD FUNDS:

A: Itemized Budgets

Students awarded funds for expenses (or travel funding) must provide a final budget listing of all expenses and clearly indicating the funding amount if any to be used specifically for purchasing NIU goods or services (examples include but are not limited to: NIU transportation services, chemical supplies, rental of equipment or facilities). See attached expense form to use for budget submissions. Submit this budget using the attached form to ugresearch@niu.edu. Please note that this should be the same of revised version of the budget that was submitted along with your application.

Final version of the “Expense Report” will be due at the completion of the project (explained below) along with a final written report completed by the student. Please keep in mind that following documents will be required to submit along with your final report:

Travel – proof of purchase, original invoice or e-ticket must be attached. All travel receipts must correspond to original proposal.

Conferences – confirmation from the conference or exhibition site must be included indicating student participation.

Equipment – only expenses for NIU goods and services indicated in the expense report would be allocated to department or faculty mentor. All other expenses will need to be purchased by the student after he/she receives the check sent to address indicated on the expense report. Supplies – all original receipts must be turned in with the expense report at the completion of the project and must reflect your original proposal. Items deemed not relevant to your proposal will not be reimbursed.

B: Study Abroad (for study abroad recipients only)

Study Abroad funding recipients must contact the Study Abroad Office (Williston 417) to receive information about safety, insurance, health records, etc. Students need to request a Study Abroad Office representative to notify Bridgett Phelan at ugresearch@niu.edu after receipt of the above mentioned information. Funds won’t be allocated until the above actions have been taken.

C: NIU’s Institutional Review Board (IRB) – (for research involving human subjects only)
Funding for requests that include data collection (anything from interviews to collection of bodily fluid samples) from human subjects must be reviewed and approved by the NIU’s Institutional Review Board (IRB) prior to initiation of the research. Students must have their faculty mentor confirm (by emailing Bridgett Phelan at ugresearch@niu.edu) that either the research does NOT involve human subjects OR that the student has received IRB approval for the use of human subjects in research.

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• Please direct your student to read and complete the Travel to Conferences Information section of this handbook.

Expectations and Responsibilities

**Time Commitment**
Students who receive SEF funding are responsible for constructing a schedule in collaboration with their mentor that will allow them to complete their project in a timely manner. Schedules will vary according to the work that needs to be completed. You may have more work during some weeks than other in order to complete required tasks.

**Conducting Research and Service Learning**
Participating in faculty-mentored research or service learning is a privilege. Respect the work and time your mentor is putting in by doing the same, and always behave in a professional manner. Your mentors are relying on you to be curious and independent. Ask the OSEEL staff for guidance if you are feeling lost, we are here to help!

Any student representing Northern Illinois University while participating in the Student Engagement Fund (SEF) program is expected to conduct themselves in a manner that reflects upon themselves and the University positively. All students are governed by the University Student Code of Conduct. Any violation of the Code of Conduct may result in appropriate disciplinary action, including, but not limited to, loss of privileges to participate in undergraduate research programs through OSEEL and/or restitution of funds.

**Email Communication**
Email is the main form of communication used by OSEEL (Office of Student Engagement and Experiential Learning), which heads the SEF Program. Proper email etiquette MUST be followed. Emails can be sent to ugresearch@niu.edu.

**Plagiarism**
As a student at NIU, SEF award winners are members of an academic community that strives for academic honesty, integrity, and originality. All SEF applicants are advised that presenting another’s work as your own, even if by accident, is a serious violation of university policy and the Student Code of Conduct. The Student Code of Conduct identifies the following as acts of academic dishonesty: “The term ‘plagiarism’ includes but is not limited to the use, by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (p. 17). Suspected cases of plagiarism will be
investigated and dealt with by the Program Director and the Office of Community Standards & Student Conduct.

**Office of Research Compliance**

**IRB**
The Internal Review Board (IRB) ensures that all research done through NIU follows specific guidelines and does not endanger any of the participants. NIU holds its researchers to extremely high standards so that the integrity and safety of NIU is not jeopardized by any research. Depending on the research you are conducting, you will need to undergo either the IRB process regarding Biosafety, IACUC, or Human Subjects. A brief description of each is provided below, and more detailed information can be found on the NIU website through the Office of Research Compliance. Determine if you need to fill out any of these forms before you start your research because the Office of Student Engagement and Experiential Learning will not release your funds until you have IRB approval. For more information, visit the website ([http://www.orc.niu.edu/orc/](http://www.orc.niu.edu/orc/)).

**Biosafety**
If you are participating in research involving recombinant DNA, and/or pathogenic substances, you will have to go through the Biosafety review process. For more information, visit the website ([http://www.orc.niu.edu/orc/biosafety/index.shtml](http://www.orc.niu.edu/orc/biosafety/index.shtml)).

**IACUC**
IACUC focuses on NIU’s want to ensure the safety of any live, vertebrate animals used in university research. If any of your research involves animals, you will have to submit the IACUC form to prove that the animals are not put in any unnecessary harm. For more information, visit the website ([http://www.orc.niu.edu/orc/animal_research/index.shtml](http://www.orc.niu.edu/orc/animal_research/index.shtml)).

**Human Subjects**
Any research involving human participants needs to be approved via the IRB process. Even if you are conducting surveys, getting the approval will probably be necessary. For more information, visit the website ([http://www.orc.niu.edu/orc/human_research/index.shtml](http://www.orc.niu.edu/orc/human_research/index.shtml)).

**Presenting Research**

**Acknowledging SEF**
Any student representing the SEF program while presenting at a conference is expected to acknowledge the SEF program on their poster or in their conference presentation.

**Undergraduate Research and Artistry Day**
SEF participants are not expected to present at Undergraduate Research and Artistry Day (URAD); however, it is highly recommended. URAD is held in the Holmes Student Center, Duke Ellington Ballroom in April. In the past, there have been over 100 participants, all of whom present posters regarding their research. For more information, please visit the website ([http://www.niu.edu/engagedlearning/research/2012_urad.shtml](http://www.niu.edu/engagedlearning/research/2012_urad.shtml)).
**Research Poster Production**

Putting together your poster can be a lengthy process, so start the process early. Use your proposal as a basic guideline, since it contains the parts that you will have to have on your poster. We would highly recommend that you edit the sections from your proposal throughout the year so that at the end they are up to date and you do not have to re-write all of your material. Also at the beginning of the year, talk to your mentor about what is required for each part of the proposal, so that from the start you are including all the necessary parts in your writing. Again, this will smooth the process when it comes time to put your poster together.

Templates for your Undergraduate Research and Artistry Day poster are available on the website ([http://www.niu.edu/engagedlearning/research/2012_urad.shtml](http://www.niu.edu/engagedlearning/research/2012_urad.shtml)). It is best to use these templates as the base of your poster, because all of the proportions are set for the correct Undergraduate Research and Artistry Day poster size. Make sure that your poster is approved by your faculty supervisor before having it printed.

**Printing**

NIU has its own printing service that you can use to have your poster printed. However, the Media Services team is always very busy around the time of Undergraduate Research and Artistry Day, so get your poster to them EARLY! It is also extremely important that your poster is error-free when you send it to them, so have it proofread.

Many of the departments have their own printing services as well. They are often not as busy and have more time to sit down with you and go through your poster if you seem to be encountering problems. Do not rely entirely on this however, and give them plenty of time and notice ahead of time.

**Additional Information**

**Library Resources**

In order to write your research proposal, you will need to find published research articles that provide background on your topic. The Founders Memorial Library offers a variety of research resources. Some of these resources include: the NIU online catalog, interlibrary loan, requesting services (NIUILLiad), scholarly article databases, and subject specialists.

- The NIU online catalog is used to quickly find appropriate books, magazines, articles, etc on the inputted information. For example, if your research topic is on groundwater contamination caused by agricultural pollution, you could go to the library catalog ([http://vufind.carli.illinois.edu/vf-niu/](http://vufind.carli.illinois.edu/vf-niu/)) and type in “groundwater contamination” into the search field. The online catalog then searches for relevant materials based on the search parameters.

- Interlibrary loan is used when you would like to check out a book, magazine, or other source, but is not found at the NIU library. You must then file an NIU ILLiad request ([https://niu.illiad.oclc.org/illiad/JNA/logon.html](https://niu.illiad.oclc.org/illiad/JNA/logon.html)). Make sure to have all pertinent information about the source that you are requesting. Once your request has been processed, the library staff will email you when your request has been filled.
• The library also has article databases that contain articles that have been published in various scholarly journals and other sources. Log onto http://libguides.niu.edu/find to search for articles by subject. Then search for your specific topic through the search field.

• Subject specialists are extremely important because they understand the fundamentals for their given subject and are able to assist you in finding appropriate research material for your proposal.

If you have any questions, there is help online through the “Ask-A-Librarian” chat window or contact your subject specialist.
Appendix A

STUDENT ENGAGEMENT FUND

Northern Illinois University

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.

Student Information:

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<td>Name of Student:</td>
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Faculty Supervisor Information:

| Name of Faculty Supervisor: |                      |
| Faculty Department:         |                      |
| Faculty Phone:              |                      |
| Faculty Email:              |                      |

Student Signature:                     Date:

Mentor Signature:                    Date:
Appendix B

Photo Release Form

I, _________________________________ (your first & last name) hereby give full permission to the Office of Student Engagement and Experiential Learning and Northern Illinois University to use photographs and videos taken of me in the course of participating in program-related activities and events. I understand that I will not be compensated for use of these photographs and videos and that there may be promotional products developed. I also understand that these pictures may be displayed on the website.

Student Name:
Student Signature:
Date: