



NSF Infusing Research as Pedagogy Independent Research Experience

NSF IRAP Grant #1832425

Student Research Participant Letter of Understanding (LoU)

Dear Student,

We are pleased to confirm your participation through the independent research component of the National Science Foundation (NSF) Infusing Research as Pedagogy (IRAP) grant. Your internship will take place at Union College in Cranford, NJ. The internship supervisor is your faculty mentor. We expect this opportunity will be an exciting and challenging experience that will further your educational development in the STEM (Science, Technology, Engineering, and Mathematics) field.

The NSF-IRAP Letter of Understanding (LoU) stipulates your responsibilities as a participant. Please review all the points, sign your initials next to each item, provide full signature at the end of the document, and obtain your Faculty Mentor's signature. You will be asked to sign a LoU every semester you participate in NSF-IRAP Research.

In accepting the NSF-IRAP Independent Research Experience for the _____ semester,

I, _____ certify that I am a citizen of the United States, or a permanent resident verified through (check one)

- Valid USA Passport*
- Valid USA Naturalization Certificate of Citizenship*
- USA Birth Certificate or,*
- Permanent Resident Card*

Furthermore, I agree to abide by the following requirements and comply with the following policies, regulations, and responsibilities that are addressed under the Six LoU categories:

- 1. Integrity Requirements*
- 2. Academic Requirements*
- 3. Reporting and Communication Requirements*
- 4. Travel Requirements*
- 5. Evaluation Requirements*
- 6. Deliverables Requirements*



1. Integrity Requirements

As a NSF IRAP Independent Research Experience participant at Union College in Cranford, NJ, the following applies to me:

I understand that I am required to meet the obligations established by the STEM division of Union College, as well as the obligations of the NSF IRAP Independent Research Experience described in this contract.	_____ Initials
I understand that I am expected to exhibit the highest level of honesty, academic integrity, and respect toward self and others at all times.	_____ Initials
I understand that if there are any academic problems or personal concerns encountered during my research experience, they should be brought to the attention of my Faculty Mentor immediately and should be documented in writing to the attention of the Grants Director, NSF.	_____ Initials
I understand that the NSF IRAP Independent Research Experience is an education and research training opportunity with financial support. Because of this, I am required to participate in academic support, research, and outreach activities designed by the NSF IRAP.	_____ Initials

2. Academic Requirements

I understand that I am obligated to balance my time among academics and research.	_____ Initials
I understand that I must be knowledgeable about student services and other student-related issues on Union College campus.	_____ Initials
I understand that I must be an enrolled student at Union College. If I graduate before fulfilling the deliverables requirements, I revoke my rights to my stipend.	_____ Initials

3. Reporting and Communication Requirements

I understand that I must have an active Union College email account on file, which I must check daily. Moreover, I understand that I am responsible for timely responses (48 hours) to all information related to NSF IRAP Independent Research Experience.	_____ Initials
I understand that I must have a scheduled weekly meeting with my Faculty Mentor to discuss the research.	_____ Initials

4. Travel Requirements

I understand that any NSF IRAP-related travel must be pre-approved by my Faculty Mentor and should be informed to the Grants Director, NSF.	_____ Initials
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5. Evaluation Requirements

I understand that I must participate in evaluations that are cross-sectional and longitudinal. This will include, but is not limited to: 1. Pre- and post-Surveys 2. Exit Surveys 3. Alumni Surveys	
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4. Interviews 5. Participating in Focus Groups This information will be used solely for the purpose of monitoring, improving, and evaluating the NSF IRAP Independent Research Experience.	_____ Initials
I understand that my performance will be continuously monitored and evaluated by my Faculty Mentor.	_____ Initials

6. Deliverables Requirements

I understand that I need to acknowledge the funding support and to identify any material I present, publish, or share, as part of my NSF IRAP Independent Research Experience by the following: NSF IRAP grant #1832425	_____ Initials
I understand that the NSF IRAP has the right to share all materials written as part of my research experience.	_____ Initials
I understand that signed time records must be submitted monthly to the Grants Director, NSF.	_____ Initials
I understand that a confidential evaluation of my Faculty Mentor must be submitted to the Dean at the end of the NSF IRAP Independent Research Experience.	_____ Initials
I understand and agree to complete the Coursera Writing in the Sciences course https://www.coursera.org/learn/sciwrite within 90 days of receiving registration information. I understand that it is my responsibility to provide a copy of the receipt and my certificate to the Grants Director, NSF.	_____ Initials
I understand that a stipend in the amount of \$1,750 will be awarded to me for research conducted for 100-120 hours over the semester session under the following conditions: <ol style="list-style-type: none"> 1. Satisfactory performance according to the evaluation of my Faculty Mentor. 2. Timely submission of research approval forms, signed time records, Faculty Mentor's evaluation form of research experience, anonymous evaluation of my Faculty Mentor, copies of laboratory reports and any other research materials. 3. Participation in the monthly NSF IRAP Independent Research Experience team meeting. 4. Scientific poster as per template. 5. Submission of a paper as per template for consideration to be published in the Union College Undergraduate Research Journal. 6. Presentation of my research at the Union College Research Day during the Fall or Spring semester. 	_____ Initials



Please sign and print your name below to indicate your acceptance of the terms outlined above.

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