Material Required for LUROP Fellowship Applications

Each of the LUROP fellowships has a distinct application, although they can all be accessed through the same system. Many of the applications require the same material (so you can use the same abstract or project description for several different applications), but there are some differences. Please review this alphabetized list to learn what you'll need to provide before you begin the online applications.

If you require a recommendation, make sure your recommender agrees to write one, and then you can send them an automatic request through the online application. You can do this without completing and submitting your application if you haven't finished everything else. Just go into the online application, enter your basic info on the first page, and on the second or sometimes third page, you'll be prompted to enter your recommender's contact info and send them a request. Then you can log out, and log back in later. Your information will be saved and you can complete the application at a later date. Just remember the deadline for most is March 1.

Biology Research Fellows Program

- Mentor's Recommendation
  - *The faculty member who will serve as the mentor for your research must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a recommendation form and instructions for uploading the form, though it is your responsibility to make sure they submit it by March 8th.
- Project Title
- Project Abstract
  - 1500 characters max. Check out the tips on writing abstracts on this webpage.
- Project Description
  - "Describe the nature of the proposed project. State clearly the general purpose and specific objectives, what you propose to do, the significance in its academic area, and what results or products you expect to be generated. Define clearly what roles you and your faculty mentor will have. Describe how you will conduct your project, discussing, for example, the methodologies, equipment, or resources that you will use to bring your endeavor to fruition. *Please limit your project description to 2 single-spaced pages.*"
- Literature Cited
  - This should be a brief document listing any secondary sources or external research that you will draw from, build on, or engage with through your research. You are encouraged to consult with your faculty mentor and/or the Loyola reference librarians in finding these sources.

- Essay
  - "Please provide a personal statement describing your previous experience in scientific research and how this research experience will further your career plans. One page, single-spaced maximum."
- Transcript
  - An unofficial copy from LOCUS is acceptable.

Biology Summer Research Fellowship
- Mentor's Recommendation
  - *The faculty member who will serve as the mentor for your research must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a recommendation form and instructions for uploading the form, though it is your responsibility to make sure they submit it by March 8th.
- Project Title
- Project Abstract
  - 1500 characters max. Check out the tips on writing abstracts on this webpage.

Carbon Undergraduate Research Fellowship Program
- Two Recommendations, One from Each of your Proposed Mentors
  - *The faculty members who will serve as the mentors for your research must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a recommendation form and instructions for uploading the form, though it is your responsibility to make sure they submit it by March 8th. Remember, you are encouraged to find faculty mentors from different departments or at least different fields.
- Project Title
- Project Abstract
  - 1500 characters max. Check out the tips on writing abstracts on this webpage.
- Project Description
  - "Please write a project description of 2-3 single-spaced pages, including table and figures. 12 pt. font. Provide background to the problem, objectives or hypotheses to be tested, a detailed description of the project including methods and statistical analyses, and plans for dissemination of results."
- Literature Cited
  - You are encouraged to upload a brief document listing any secondary sources or external research that you will draw from, build on, or engage with through your research. You are encouraged to consult with your faculty mentor and/or the Loyola reference librarians in finding these sources. Consult with your mentor on how many sources you should identify, though usually students list between four and ten sources. These should include any sources you mentioned in your abstract or project description.
- Budget
  - Indicate how you might spend the annual research budget between travel, supplies, and other items up to $2,500 per year ($5,000 total) and be prepared to offer a brief justification of no more than 500 characters.

- Biohazards/Human Subjects/Animal Subjects/Radiation
  - Be prepared to answer whether this research will include biohazards, human subjects, animal subjects, or radiation. If so, ask your mentor if they already have the necessary protocol number approving research in this way, and be prepared to enter the protocol approval number in the application.

Carroll and Adelaide Johnson Scholarship
- Project Title
- Project Abstract
  - 1500 characters max. Check out the tips on writing abstracts on this webpage.
- Mentor's Recommendation
  - *The faculty member who will serve as the mentor for your research must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a recommendation form and instructions for uploading the form, though it is your responsibility to make sure they submit it by March 8th.
- Research Proposal
  - "Please upload a 2-3 page project description which provides a background to the problem, hypotheses to be tested and research plans."
- Activities
  - "Please upload a list of the activities, honors, and community based service learning experiences you have had while in college. Please describe your responsibilities within each, including the length of time you have been involved in each and the length of time you usually commit to each on a weekly basis."
- Personal Statement (Listed as "Additional Documents")
  - "Please provide a personal statement indicating how this scholarship opportunity will contribute to your college and professional goals."

Center for Urban Research and Learning (CURL) Fellowship
- Essay
  - Upload a one-page essay indicating your interest in social change issues as well as a summary of previous community experience and research skills (e.g., web design, interviewing skills, statistical experience, etc.).
- Resume and References
  - Please upload a brief resume along with the names of two Loyola faculty members who can provide a reference as needed.
- Faculty Recommendation
  - *This letter may come from any faculty member who can comment on your capacity for academic work, community engagement, or research potential.* When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.

Institute of Environmental Sustainability (IES) Undergraduate Research Fellowship
- Letter of Recommendation

- o *This letter must be from the faculty member who will serve as the mentor for your research. They must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.
- Project Title
- Project Abstract
  - o 1500 characters max. Check out the tips on writing abstracts on this [webpage](#).
- Project Description
  - o "Please write a project description of 2-3 single-spaced pages, including table and figures. 12 pt. font. Provide background to the problem, objectives or hypotheses to be tested, a detailed description of the project including methods and statistical analyses, and plans for dissemination of results."
- Literature Cited
  - o You are encouraged to upload a brief document listing any secondary sources or external research that you will draw from, build on, or engage with through your research. You are encouraged to consult with your faculty mentor and/or the Loyola reference librarians in finding these sources. Consult with your mentor on how many sources you should identify, though usually students list between four and ten sources. These should include any sources you mentioned in your abstract or project description.
- Budget
  - o Indicate how you might spend the annual research budget between travel, supplies, and other items up to $1,000 and be prepared to offer a brief justification of no more than 500 characters.
- Biohazards/Human Subjects/Animal Subjects/Radiation
  - o Be prepared to answer whether this research will include biohazards, human subjects, animal subjects, or radiation. If so, ask your mentor if they already have the necessary protocol number approving research in this way, and be prepared to enter the protocol approval number in the application.

The Joan and Bill Hank Center for the Catholic Intellectual Heritage (CCIH) Research Fellowship
- Letter of Recommendation
  - o The letter should come from a faculty member, but the faculty recommender is *not* expected to participate in your project. When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.
- Essay
  - o "Please write two short essays of no more than 600 words each, responding to the following two prompts:"
    1. What is one idea from your Catholic Studies coursework that intrigues you? An insight that has broadened your intellectual and/or spiritual life? A theological idea? Philosophical? Cultural? Other? Please explain.

2. Name 3-4 qualities that indicate and/or describe a successful collaboration between a mentor and apprentice. In other words, describe the qualities of positive working relationship.

McNair Scholars Program
- Be sure to check the [eligibility requirements](#) before beginning the application.
- Two Faculty Recommendations
  - *You will need to get two recommendations from two faculty members.* After you enter their information in the online application, the system will automatically send them a recommendation form and instructions for uploading the form.
- Family Income
  - You will need to fill out an application form that will ask a range of eligibility questions, including your family household's "taxable income" for the previous year.
- Access to a Scanner (Copiers in Cudahy Can Scan)
  - The McNair application includes a downloadable PDF that you will have to print, fill out, scan back into a PDF, and then upload back into the system. If you don't have a scanner yourself, the printers in Cudahy library can scan documents into PDFs.
- Essay (2-3 pages, one-inch margins, double spaced, 12 point font)
  - "Please provide a personal statement that answers the following questions:
    - 1) What do you hope to gain by being a part of the McNair Scholars Program?
    - 2) What are your research interests and experiences? Which areas in research do you feel most confident? What areas need improvement?
    - 3) How does your research relate to issues of social justice or contribute to the public good?
    - 4) What are your academic and career goals?"

Molecular & Computational Biology Summer Research Fellowship
- Letter of Recommendation
  - The letter should come from a faculty member, but the faculty recommender is *not* expected to participate in your project. When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.
- Biography
  - "Please upload a brief (1 paragraph) biography."
- Essay
  - "Please upload an essay, one page single spaced maximum, explaining your interest in this research fellowship. In this essay, please highlight your relevant experience, e.g. courses you have taken in biology, chemistry and/or computer science as well as any prior research experience you have had. Furthermore, please discuss your interest interests in research or the traits that would make you a good researcher, what attracts you to this particular project and would make you

a good fit, and what you hope to learn from the experience and how it may fit into your academic agenda or long-term plans."

Mulcahy Scholars Program

- Letter of Recommendation
  - *This letter must be from the faculty member who will serve as the mentor for your research. They must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.
- Project Title
- Project Abstract
  - 1500 characters max. Check out the tips on writing abstracts on this [webpage](#).
- Project Description
  - "Please write a project description of 2-3 single-spaced pages, including table and figures. 12 pt. font. State clearly the general purpose and specific objectives, what you propose to do, the significance in its academic area, and what results or products are expected to be generated. Define clearly what roles the student and faculty mentor will have. Describe how the project will be conducted, discussing, for example, the methodologies, equipment, or resources that will bring your endeavor to fruition. If you are applying for a summer Provost Fellowship and an academic year Mulcahy Fellowship, you can write one combined project description, to be used in both applications. You should clearly describe the timeline and goals for each phase of the project. Award decisions will still be made separately."
- Literature Cited
  - You are encouraged to upload a brief document listing any secondary sources or external research that you will draw from, build on, or engage with through your research. You are encouraged to consult with your faculty mentor and/or the Loyola reference librarians in finding these sources. Consult with your mentor on how many sources you should identify, though usually students list between four and ten sources. These should include any sources you mentioned in your abstract or project description.
- Budget
  - Indicate how you might spend the annual research budget between travel, supplies, and other items up to $1,000 and be prepared to offer a brief justification of no more than 500 characters.
- Biohazards/Human Subjects/Animal Subjects/Radiation
  - Be prepared to answer whether this research will include biohazards, human subjects, animal subjects, or radiation. If so, ask your mentor if they already have the necessary protocol number approving research in this way, and be prepared to enter the protocol approval number in the application.

Provost Fellowship for Undergraduate Research

- Letter of Recommendation

- o *This letter must be from the faculty member who will serve as the mentor for your research. They must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.
- Project Title
- Project Abstract
  - o 1500 characters max. Check out the tips on writing abstracts on this webpage.
- Project Description
  - o "Please write a project description of 2-3 single-spaced pages, including table and figures. 12 pt. font. State clearly the general purpose and specific objectives, what you propose to do, the significance in its academic area, and what results or products are expected to be generated. Define clearly what roles the student and faculty mentor will have. Describe how the project will be conducted, discussing, for example, the methodologies, equipment, or resources that will bring your endeavor to fruition. If you are applying for a summer Provost Fellowship and an academic year Mulcahy Fellowship, you can write one combined project description, to be used in both applications. You should clearly describe the timeline and goals for each phase of the project. Award decisions will still be made separately."
- Literature Cited
  - o You are encouraged to upload a brief document listing any secondary sources or external research that you will draw from, build on, or engage with through your research. You are encouraged to consult with your faculty mentor and/or the Loyola reference librarians in finding these sources. Consult with your mentor on how many sources you should identify, though usually students list between four and ten sources. These should include any sources you mentioned in your abstract or project description.
- Budget
  - o Indicate how you might spend the annual research budget between travel, supplies, and other items up to $1,000 and be prepared to offer a brief justification of no more than 500 characters.
- Biohazards/Human Subjects/Animal Subjects/Radiation
  - o Be prepared to answer whether this research will include biohazards, human subjects, animal subjects, or radiation. If so, ask your mentor if they already have the necessary protocol number approving research in this way, and be prepared to enter the protocol approval number in the application.

Research Mentoring Program
- Letter of Recommendation
  - o The letter should come from a faculty member, but the faculty recommender is *not* expected to participate in your project. When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.

- Be prepared to select your first and second choice of mentor and project. Review the projects on [this website](#) before making your selections.
- Essay
    - Please describe in 1 paragraph your interests in research and in serving as a research assistant. In a second paragraph, describe your plans or interests for after graduation.

Rudis Fellowship
- Project Title
- Project Abstract
    - 1500 characters max. Check out the tips on writing abstracts on this [webpage](#).
- Letter of Recommendation
    - *This letter must be from the faculty member who will serve as the mentor for your research. They must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.
- Essay
    - "In one page, please describe your proposed project, including your project title."

Social Justice Research Fellowship
- Letter of Recommendation
    - *This letter must be from the faculty member who will serve as the mentor for your research. They must agree to serve as your mentor before you apply.* When you enter their information in the online application, the system will automatically send them a request and instructions for uploading the letter, though it is your responsibility to make sure they submit the letter.
- Project Title
- Project Abstract
    - 1500 characters max. Check out the tips on writing abstracts on this [webpage](#).
- Project Description
    - "Describe the nature of the proposed project and how it connects to the theme of social justice. The emphasis of this fellowship is on applied research, highlighting research that does justice, such as research on justice-related issues, research with community-based organizations, and/or research in response to pressing social issues. State clearly the general purpose and specific objectives, what you propose to do, the significance related to social justice, the approach related to your academic area or the interdisciplinary approach, and what results or products you expect to be generated. Define clearly what roles you and your faculty mentor will have. Describe how you will conduct your social justice research project, discussing, for example, the methodologies, equipment, or resources that you will use to bring your endeavors to fruition. Explain the community or social impact this project may have, related to social justice. Please limit your project description to 2 single-spaced pages, 12 point font."
- Literature Cited

- o You are encouraged to upload a brief document listing any secondary sources or external research that you will draw from, build on, or engage with through your research. You are encouraged to consult with your faculty mentor and/or the Loyola reference librarians in finding these sources. Consult with your mentor on how many sources you should identify, though usually students list between four and ten sources. These should include any sources you mentioned in your abstract or project description.
- Budget
  - o Indicate how you might spend the annual research budget between travel, supplies, and other items up to $1,000 and be prepared to offer a brief justification of no more than 500 characters.
- Biohazards/Human Subjects/Animal Subjects/Radiation
  - o Be prepared to answer whether this research will include biohazards, human subjects, animal subjects, or radiation. If so, ask your mentor if they already have the necessary protocol number approving research in this way, and be prepared to enter the protocol approval number in the application.

Women in Science Enabling Research (WISER)

- Essay
  1. Write a brief (one paragraph) biography.
  2. Which two faculty projects are most appealing to you? Why?
  3. Have you conducted research in a lab before? If so, briefly explain the project.
  4. What are your greatest strengths as a student?
  5. What are your greatest weaknesses as a student?
  6. If you have already declared a major, tell us what your major is and why you chose it. If you have not yet declared a major, tell us which fields you are considering and what factors could play a role in your final decision
  7. If you could beam yourself into the future, what do you see your career and/or life being like 10 years from now?
  8. Is there any additional information about yourself that you would like us to consider?