Instructions for Completing the
Spring 2022 Undergraduate Research Proposal Form

1. **Student Name**: Enter your first and last name.
2. **Student ID#**: Enter your assigned 9-digit student ID#.
3. **Student E-mail**: Enter your assigned Penn State e-mail address.
4. **Major**: Enter your declared or intended major.
5. **Current Semester Standing**: Enter your current semester standing. (i.e. 1st, 2nd, 3rd, etc.)
6. **Minor**: Enter your declared minor, if applicable.
7. **Schreyer Honors College**: Select Yes if you are enrolled in the Schreyer Honors College. Otherwise, select No.
8. **Previous Funding Received**: Enter the semester and year that you have previously received funding through the Office for Undergraduate Education, if applicable. Otherwise, enter No.
   **Are you an international student?** Select Yes if you are an international student. Otherwise, select No.
9. **Research Project Title**: Enter the title of your research project.
10. **Faculty Research Adviser**: Enter the name of your Faculty Research Adviser.
11. **Faculty Adviser E-mail**: Enter your Faculty Research Adviser’s Penn State e-mail address.
12. **Department**: Enter your Faculty Research Adviser’s academic department. This is the department that will be hosting your research.
13. **Amount Requested from College**: Enter the amount of funding being requested from the College, not to exceed $1,750. This amount must match the Amount Requested from College field on your Budget form.
14. **Fixed Unit Contribution**: Required Unit Contribution is $250. This field cannot be edited.
15. **TOTAL REQUEST**: This field will automatically populate with the total of the Amount Requested from College and Unit Contribution. This field cannot be edited. This amount must match the Total Amount Requested field on your Budget form.
16. **STUDENT SIGNATURE**: You must sign the proposal. **Ink signature or genuine Electronic Signature accepted.**
17. **Date**: You should enter the date you sign the proposal.
18. **FACULTY RESEARCH ADVISER SIGNATURE**: Your Faculty Research Adviser must sign the proposal. **Ink signature or genuine Electronic Signature accepted.**
19. **Date**: The Faculty Research Adviser should enter the date they sign the proposal.
20. **DEPARTMENT HEAD SIGNATURE**: The Department Head for the academic department hosting your research must sign the proposal. **Ink signature or genuine Electronic Signature accepted.**
21. **Date**: The Department Head for the academic department hosting your research should enter the date they sign the proposal.

In a Microsoft Word document, compose your responses to questions 1-7 on Page 2 of the proposal form. Please utilize the PDF Budget Form provided on the website for question 8.
The document is a form titled "Undergraduate Student Research Proposal Form Spring 2022". It contains sections for various details such as student name, student ID, major, minor, research project title, faculty research advisor, amount requested from the college, and signatures for student, faculty research advisor, and department head. The form includes instructions for submitting the proposal via e-mail to the Office for Undergraduate Education and specifies that handwritten forms will be rejected. There are fields for the student to indicate if they have received funding and if they are an international student. The form also includes a section for the department head to confirm their contribution of funds and their understanding of the responsibilities associated with the awarded student.