Kirmser Undergraduate Research Award Application Requirements

Applications must be submitted before April 24, 2016.

All undergraduate students currently enrolled at K-State (including Salina and Olathe campuses) are encouraged to submit research projects in any format for this award. Individuals who are no longer undergraduate students at K-State are also eligible to apply provided they were enrolled as a K-State undergraduate when they completed the project being submitting for consideration.

Projects completed between April 26, 2015 and April 23, 2016 are eligible.

Before submitting, please read the Evaluation Criteria and the rubric the committee will use to score your application.

Incomplete applications will not be accepted. Complete applications must contain all required personal, course, and project information, as well as a reflective essay, research project files, complete list of sources (in any citation style), and a letter of recommendation from the instructor of the course for which the project was completed.

How to Submit an Application

Applications can be submitted online at the Kirmser Undergraduate Research Award’s Apply Now page.

Applications must also include a letter of support from an instructor of the course. The instructor must submit the letter via email to libaward@ksu.edu as a message or an attachment. See the Faculty Information page for additional support letter guidelines.

During the online application process you will be asked to provide the following information and materials:

Required Student, Course, and Project Information

Personal Information (if submitting a group application, each group member must provide this information)

- First and Last name
- Email
- WID
- Phone
- Permanent Address
- Major(s)
- Class Standing

Course Information

- Name of the course for which the project was completed
- Number of the Course for which the project was completed
- Course Instructor(s)
- Title of the project you are submitting
- Semester the course was taken

**Project information**
- Project title
- Abstract (100-300 word summary of your project)
- Keywords/phrases (3-7 words or phrases describing what your topic is about—use commas to separate each distinct keyword or phrase)
- The citation style you used for your list of sources consulted. If you modeled your list after a particular journal, provide the name of the journal.

**Required Documents**

1. **Reflective Essay**

Your reflective essay (max. 1000 words) should describe the library research you performed, and explain your decisions regarding how and where to search, and what sources to use. The Award Committee will examine your essay for evidence of critical thinking skills as well as evidence that you gained a more nuanced understanding of library research processes. Since you will need to describe your research processes, it is vital that you not rely solely on text-books or readings selected for you by your instructor or research mentor. You may certainly use such sources in your project, but also include materials you discover independently through your own library research.

Before you write your essay, please review the [rubric](#) that will be used to evaluate your application (note the first part of the rubric addresses how the essay will be scored).

2. **Research Project Files**

The research project must be a research project you (or your group) completed as a requirement for a K-State course between April 26, 2015 and April 23, 2016. Your research project should demonstrate a wealth of evidence of creative thought and have an appropriate scope of topic given the project’s requirements. All sources and citations should be properly cited using a consistent citation style and the project should have a clear, consistent organizational scheme.

For more information about the project and how it will be evaluated, please see the evaluation [rubric](#).

3. **Complete list of sources consulted for your project (Bibliography)**

You can use any citation style you wish. Strong applications will have resources that are highly varied and all sources should be relevant to the topic. Your resources should display an awareness of the need to dig beneath the surface of information to find difficult but illuminating materials. Sources should be relatively free of formatting errors. If your project did not use information from all of the sources you consulted, indicate which were not used.
4. A letter of recommendation from an instructor of the course for which you completed your project.

The instructor must send this by e-mail to libaward@ksu.edu. See the Faculty Information page for additional support letter guidelines. (Though the letter itself does not contribute to your application’s score, it provides important information for the committee to consider when scoring your essay and research project files.)

Other information about application requirements can be found at the Frequently Asked Questions page.

Please note: the award may affect your financial aid. Please consult the Office of Student Financial Assistance for more information.