**Theodora and Arnold Johnson**

**Undergraduate Research Internship Program**

**2018 Application Cover Sheet**

**Deadline:** **4:00 p.m. Thursday, March 8th 2018**

**I. To be completed by the Student Applicant.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project duration: from: \_\_\_\_\_\_\_\_\_\_\_

 to: \_\_\_\_\_\_\_\_\_\_\_

CFANS Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total credit hours earned \_\_\_\_\_

\_\_ freshman \_\_ sophomore \_\_ junior \_\_ senior Cumulative GPA \_\_\_\_\_

I verify that I meet all of the Johnson Program eligibility requirements and that I am the author of the attached proposal. If funded I agree to submit a final report to MISA and to complete an evaluation of the program.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**II. To be completed by the Faculty Sponsor.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have reviewed the student’s application, completed the Faculty Sponsor Recommendation Form, and agree to sponsor this project if funded.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACH THIS FORM TO YOUR APPLICATION

**Theodora and Arnold Johnson**

**Undergraduate Research Internship Program**

**2018 Budget Request Form**

**Deadline:** **4:00 p.m. Thursday, March 8th 2018**

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Faculty Sponsor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The total request cannot exceed $3,000. The entire amount may be used for salary; but up to $500 of the $3,000 can be allocated to travel, supplies or other expenses required by the project.

**Salary $\_\_\_\_\_\_\_\_\_\_**

 ($12 per hour x # of hours)

**Travel $\_\_\_\_\_\_\_\_\_\_**

 (Mileage, commercial carrier, hotel, etc.)

**Lab Supplies** $\_\_\_\_\_\_\_\_\_\_

**Computer Supplies** $\_\_\_\_\_\_\_\_\_\_

**Other Supplies** (film, processing, etc.) $\_\_\_\_\_\_\_\_\_\_

**Phone/Postage** $\_\_\_\_\_\_\_\_\_\_

**Other** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_

**Total Request**: $ \_\_\_\_\_\_\_\_\_\_

ATTACH THIS FORM TO YOUR APPLICATION

**Theodora and Arnold Johnson**

**Undergraduate Research Internship Program**

**2018 Recommendation of Faculty Sponsor**

**Deadline:** **4:00 p.m. Thursday, March 8th 2018**

Student Name:

Project Title:

**To be completed by the Faculty Sponsor**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Feel free to use this form, or you may answer these questions on a separate sheet of paper.***

***Please comment on:***

1. The student’s ability to carry out the proposed project.

2. Any current or past experience supervising this student or working with the student in a directed study project.

3. Is the research in the student proposal part of a larger research project? If so please describe the overall project and the student’s role in it.

**Theodora and Arnold Johnson**

**Undergraduate Research Internship Program**

**Deadline:** **4:00 p.m. Thursday, March 8th 2018**

**Information for Faculty Sponsors**

All College of Food, Agricultural and Natural Resource Sciences (CFANS) faculty, regardless of department, rank or nature of appointment, may sponsor Johnson Program students. The Johnson Undergraduate Research Internship Program offers faculty and undergraduate students an opportunity to work together on sustainable agriculture research projects. By working with students to help them gain knowledge, faculty are provided with an opportunity to enhance their own professional work. The Johnson Program is particularly helpful to faculty who lack funding for research assistance on sustainable agriculture projects.

**Role of the Faculty Sponsor**

Please refer to the Johnson Program Guidelines online for additional information:
<http://www.misa.umn.edu/student-programs/internships/johnson-research-internship>

1. Consult with the student to develop and design the research project. The student should then prepare a draft proposal and meet with you to discuss it. It is the student’s responsibility to write the proposal, in cooperation with the faculty sponsor. The proposal must include the following:

  A **statement of the problem** to be researched and how it relates to sustainable agriculture.

  Relevant **citations** (to demonstrate familiarity of the area of proposed research)

  A description of the **final product** (a paper, article, video, poster, etc.)

  A description of **how the research relates** to the research of the faculty sponsor.

  A **timetable** for accomplishing the proposed tasks. Projects may begin anytime from April through December 2018.

  A **budget** (form provided). The hourly wage for this undergraduate student internship should be calculated at $12 per hour. If the faculty sponsor can provide additional support for the later phases of the project please indicate which part is supported by the Johnson Program.

  Any additional forms required. Projects dealing with **human subjects** in any way (including questionnaires, surveys, interviews, etc.) or **warm blooded animals** must be approved by the University.

2. Complete the Faculty Sponsor Recommendation Form, and sign the Application Cover Sheet (forms provided).

3. Work with the student and provide oversight of the research to see that the student accomplishes the work in a timely manner. This includes overseeing the student’s completion of the project and final report.

4. Oversee the budget to ensure that accurate time cards are submitted and the budget is spent as proposed. Stipend funds and expense funds may not be mixed or substituted for one another.

5. At the end of the project, complete a brief evaluation of the student’s research and project. We also would like for you to comment on the Johnson Program.