



# STEM Undergraduate Research Experience (U.R.E.) GUIDELINES

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## **Student requirements:**

- Registered STEM student (Contact STEM Coordinator: Mrs. Keolani Noa, [kccstem@hawaii.edu](mailto:kccstem@hawaii.edu))
- Registered for A.S.N.S. degree
- If student wishes to apply for a STEM stipend, they must be taking at least 6 credits at KapCC
- Student must have a faculty mentor and the mentor's approval
- Fill out and submit an Undergraduate Research Form *each semester* along with the following:
  1. Research proposal that has been approved by the faculty mentor
    - a. If your faculty mentor does not provide you with specific guidelines, please use the Proposal Outline below
  2. Unofficial transcript (from MyUH Portal, STAR)
- Submit forms to STEM Research Coordinator by appropriate deadline for projected research term
  - Spring (Submit by Jan. 18)
  - Fall (Submit by Aug. 30)
  - Summer (Submit by May 1)
- URE Students should maintain a timesheet of their hours which can be logged on the STEM website's "Undergraduate Research" Page.
- Student will be required to submit a final scientific paper/poster and participate in a semester capstone event (i.e. SURF Fair).

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## **Proposal Outline:** (2-3 pages, 12-pt font, double-spaced)

**Objective:** What is the importance/significance of this research and why you are doing it. Give a brief introduction of the topic area. State your hypothesis and experimental design. If you are in a group project, state your specific role in the group.

**Literature Review:** Discuss any related previous research (other than your own) that you have reviewed and how you will be using this information.

**Materials and Methods:** Describe the methods you will be using to collect and analyze data. What instruments or equipment will you be using? If you are applying for materials and supplies funding, please include this in the "Budget" section.

**Timeline:** Create a concise timeline of your project goals. List the major benchmarks/goals of your project and when you hope to have them completed by.

**Discussion:** What will be the end-product of this project? What are you expected results? How does this project relate to your academic and/or professional goals and how will it help you to achieve them? What technical, professional, or academic skills are you hoping to develop?

**Budget:** *If there are materials you will likely need to buy, please provide a detailed budget as a separate page with short justifications for each item.* Please be as in-depth as possible and anticipate as best you can your future materials needs and their costs.

**References/Literature Review:** Please state your references if necessary.



**KAPĪ'OLANI COMMUNITY COLLEGE S.T.E.M.  
UNDERGRADUATE RESEARCH EXPERIENCE**

UNIVERSITY OF HAWAII' I SYSTEM

**Turn in to STEM Research  
Coordinator**

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

**Student's Name:** \_\_\_\_\_ **UH Student ID#:** \_\_\_\_\_

Gender: \_\_\_\_\_ U.S. Citizen:    Yes    No    Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Other: \_\_\_\_\_

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

Current Year in College:    Freshman    Sophomore    Junior    Senior

Cumulative GPA: \_\_\_\_\_

Number of Credits *currently* taking at KCC: \_\_\_\_\_

Have you filled out a STEM Student profile form?    Yes    No

ASNS degree major:    No    Life Science    Physical Science    Pre-Engineering

***Check all that apply:***

Native Hawaiian/Part-Hawaiian/Mixed Hawaiian	Samoan	Tongan	
Guamanian or Chamorro	Micronesian	Other Pacific Islander	
African American or Black	Latino/Hispanic	Filipino	Caucasian
American Indian/Alaskan Native	Asian Indian	Chinese	Japanese
Korean	Laotian	Thai	Vietnamese
Other Asian	Other: _____		

**Research Information**

Project Title: \_\_\_\_\_

Faculty Mentor: \_\_\_\_\_

Semester(s): \_\_\_\_\_

Brief description of research activities:

**PLEASE ATTACH:**

- A research proposal that has been approved by your faculty mentor
- An unofficial transcript (may be printed from MyUH STAR, copies accepted)

Student's Signature: \_\_\_\_\_

Faculty Mentor Signature: \_\_\_\_\_