



**McNair Scholars Program  
Texas A&M University  
Corpus Christi  
Faculty Mentor Handbook**

Revised 9/25/2017

## **McNair Contact Information**

### **McNair Scholars Program Website**

[www.mcnair.tamucc.edu](http://www.mcnair.tamucc.edu)

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## **History of the McNair Scholars Program**

Dr. Ronald E. McNair was the second African American to fly in space. Two years later he was selected to serve as mission specialist aboard the ill-fated U.S. Challenger space shuttle. He was killed instantly when the Challenger exploded one minute, thirteen seconds after it was launched. Dr. McNair was posthumously awarded the Congressional Space Medal of Honor. After his death on January 28, 1986, members of Congress provided funding for the Ronald E. McNair Post-Baccalaureate Achievement Program. Congress named the program after the renowned astronaut in hopes of increasing the diversity of students enrolled in doctoral study.

The Ronald E. McNair Post-Baccalaureate Achievement Program, referred to as the McNair Scholars Program, was established in 1987 as a federal funded TRIO program to increase the attainment of doctoral degrees by students from disadvantaged and underrepresented backgrounds. Specifically, the McNair Program guidelines require participants to be low-income and first-generation college students and/or from a population underrepresented in higher education. There were more than 200 programs at colleges and universities across the country, but due to budget cuts there are only 148 programs left to carry on the congressional mandated mission. The McNair Scholars Program (MCNR) at Texas A&M University-Corpus Christi (TAMUCC) began in 2007 under the direction of Dr. Susan Garza and the College of Liberal Arts. MCNR was located in the Bell Library. MCNR is currently under the direction of Academic Affairs and is located in the Classroom West Building.

## **Goal of Faculty Mentorship**

The goal of the MCNR Faculty Mentorship is for the Scholar to enroll in a graduate degree program and ultimately receive a doctorate degree. In preparation, each McNair Scholar must complete an undergraduate research project with guidance from their TAMUCC Faculty Mentor and actively participate in various preparatory workshops for graduate school. MCNR additionally seeks to provide the Scholars with exposure to the culture, lifestyle, and responsibilities of graduate students.

Mentors should help provide McNair researchers with insight into, and the experience of, university level research. Specifically, McNair Scholars will work with a Faculty Mentor to develop and carry out a research project and complete an article and poster exhibiting their research.

## **Overview**

Over the course of the semester, MCNR research Faculty Mentors should provide their mentee with:

- Advice on selecting a graduate school.
- Guidance in the research process and in writing in their discipline.
- Information about professional organizations and associations the student should join if possible, or other experiences that might be valuable to them in preparing to

apply for and begin graduate school.

- Input into the completion of their research action plan, literature review, and final research paper.
- Insight into application to doctoral programs, the nature of graduate-level research, and the lifestyle of the graduate student.

The following is an informational summary of characteristics that increase mentoring success:

Mentors listen.	They maintain eye contact and give mentees their full attention.
Mentors guide.	Mentors are there to help their mentees find life direction, never to push them.
Mentors are practical.	They give insights about keeping on task and setting goals and priorities.
Mentors educate.	Mentors educate about life and their own careers.
Mentors provide insight.	Mentors use their personal experience to help their mentees avoid mistakes and learn from good decisions.
Mentors are accessible.	Mentors are available as a resource and a sounding board.
Mentors criticize constructively.	When necessary, mentors point out areas that need improvement, always focusing on the mentee's behavior, never his/her character.
Mentors are supportive.	No matter how painful the mentee's experience, mentors continue to encourage them to learn and improve.
Mentors are specific.	Mentors give specific advice on what was done well or could be corrected, what was achieved, and the benefits of various actions.
Mentors care.	Mentors care about their mentees' progress in school and career planning, as well as their personal development.
Mentors succeed.	Mentors not only are successful themselves, but they also foster success in others.
Mentors are admirable.	Mentors are usually well respected in their organizations and in the community.

**Courtesy:** The Connecticut Mentoring Partnership and the Business and Legal Reports, Inc. — *Best Practices in Human Resources*, Issue 653, September 30, 1999.

**Compiled:** Dr. John V. Richardson Jr., Associate Dean, UCLA Graduate Division, August 2005

## **Mentor Responsibilities**

The McNair Faculty Mentor responsibilities include two specific areas: 1) Graduate School Mentoring and Advisement; and 2) Research Project Mentoring and Advisement. The expectations within each responsibility area are outlined below.

### **Graduate School Mentoring and Advisement**

- Discuss the graduate school application process in the respective discipline, including the strengths of various graduate programs, faculty research and teaching interests, aspects of the institutional and program culture at various graduate programs, and factors to consider when deciding which schools to consider.
- Encourage the McNair Scholar to pursue a Ph.D. (the ultimate goal of MCNR) and help them understand the challenges and rigors of graduate education.
- Identify or recommend programs the student should consider and share connections you may have with faculty in those programs.
- Inform the McNair Scholar of the important academic conferences they should attend, relevant professional journals and publications, and professional and student associations and organizations they should join if financially possible.
- Inform MCNR of any difficulties or problems the student may encounter by contacting the Executive Director, Patricia Spaniol-Mathews at 361 825-3163 or [pspaniolmathews@tamucc.edu](mailto:pspaniolmathews@tamucc.edu)
- Provide the McNair Scholar with the necessary skills to pursue a Ph.D. (the ultimate goal of MCNR) and help them understand the challenges and rigors of graduate education.
- Share your graduate school experience.
- Support the Scholar and refer them to professional networks and opportunities.
- Write strong letters of recommendation for graduate school applications, fellowships, Scholarships, post-baccalaureate programs, etc.

### **Research Project Mentoring and Advisement**

- Assist the Scholar in developing and refining their research question.
- Assist the Scholar with obtaining IRB and/or IACUC approval for their research project, if applicable.
- Critique and provide information related to the student's proposed research project, from the creation of the Research Action Plan (RAP) through the completion of the final paper and poster. The Scholar will need the approval of the Faculty Mentor for the Research Action Plan, IRB protocol if applicable, paper, and poster.
- Meet with each student monthly during the academic year and weekly during the summer program to review the progress of their research and provide guidance on the completion of the research project.
- Provide references and background reading materials for their research project.
- Supervise the Scholar's research project and sign the Scholar's bi-weekly/monthly

timesheets.

- When possible, after the Scholar completes the assigned research, have the Scholar apply to present at a discipline conference you plan on attending. If the Scholar is accepted to present, both you and your Scholar's travel expenses can be paid by MCNR if funds are available.

### **Mentee Responsibilities**

McNair Research Scholars will be expected to:

- Accept criticism graciously.
- Ask questions.
- Be open and honest.
- Be respectful and grateful.
- Be willing to be mentored.
- Have the courage to try new things.
- Learn from mistakes.
- Listen, watch, learn, and grow.
- Strive to give his/her best at all times.

Research responsibilities:

1. Submit a RAP before starting any research.
2. Complete the online Collaborative Institutional Training Initiative (CITI) training in research ethics and Scholar discipline ([http://research.tamucc.edu/compliance/irb\\_citi.html](http://research.tamucc.edu/compliance/irb_citi.html)) by the end of January.
3. Submit the RAP by the end of February.
4. Complete an annotated bibliography of 15 Scholarly works related to the research topic, which should be included in the RAP.
5. If applicable, submit research protocol to IRB by the end of February.
6. Complete the research literature review by the end of April.
7. Submit research timesheets signed by the Faculty Mentor, documenting progress at intervals specified by MCNR.
8. Submit the final research article in the style of a journal article to the research mentor for approval in the discipline field and a poster.
9. Complete any revisions to the research article and poster that are required following submission by deadline date.

### **Change of Faculty Research Mentor**

There are various reasons why a change of mentors should take place. The reasons are too numerous to list, but what is best for the Scholar and the mentor will be priority. If a Scholar or mentor requires a change of the assigned faculty research mentor or mentee the process is:

- First: The Scholar must meet with the assigned faculty research mentor and discuss the need for the change.
- If this cannot be arranged due to the Faculty Mentor not being available, the Scholar must email the mentor with the details of their request and meet with the McNair Executive Director to discuss the issue. The McNair Executive Director will try to make contact with the mentor and resolve the issue or discuss a possible replacement.
- Second: If the faculty research mentor does not want to continue mentoring a Scholar then the mentor should contact the McNair Executive Director to withdraw as the Scholar's mentor. This can be done by email, phone, or a meeting. The details for the change should be discussed.

### **Spring/Summer Research Program Guidelines**

Research offers the satisfaction of discovering something new. For the beginning researcher, there are more immediate practical benefits. Conducting research helps students understand materials they are studying in a way that no other kind of work can match. Research experiences increase the Scholar's competitiveness for graduate school. Scholar researchers and the Faculty Mentors, who participate in spring/summer research through MCNR, work on various projects. While outcomes greatly differ, the steps are generally the same and Scholars should participate in most, if not all, of them. These steps include:

- Turning an interest into a topic, that topic into a few good questions, and finding answers to the questions that will result in a solution to a problem;
- Constructing an argument or hypothesis;
- Review of the existing literature;
- Testing the hypothesis;
- Writing and presenting the research conclusions.

### **Research Project Time Commitment**

Scholars are expected to devote a minimum of 10 hours per week during the spring portion of the research and 20 hours per week during the summer portion of the program. This can vary according to the research assignment. Research projects must have a stated begin and end date.

### **Research Funding Information**

1. Scholars must complete the annual payroll orientation provided by the Business Coordinator. This includes timesheet requirements.
2. Scholar must fill out all required payroll forms provided by the Business Coordinator.
3. Timesheets with mentor's signature must be submitted to the Program Manager by required submission dates and with required research items.

4. A payment of \$1400.00 will be released once 50% of required research is completed and signed timesheets plus required research items are turned in. Once a Scholar has completed 100% of the research, signed timesheets, final article and poster is complete the final balance payment will be released.
5. Failure to turn in spring/summer research assignments will result in delay of payment.
6. No research can begin prior to the spring semester and Program Manager Approval Letter. Research must be complete by the end of summer.
- 7. No funds can be released prior to the end of February or early March.**

### **Research Article Format**

#### **Title Page:**

The first page should include the following: title of the research, student name, mentor name, title, program/department, and college.

#### **Abstract:**

The second page should be the abstract and should not exceed 150-200 words or the standard for the discipline.

#### **Article Content:**

The article should not exceed **twenty**, double-spaced, 8 ½” x 11” pages which include the bibliography. The article should use Times Roman 12 pt. font and be in a Microsoft word file.

#### **Writing Style:**

Writing style (APA, MLA, Turabian/Chicago Manual of Style/Council of Science Editors) should be determined by the Faculty Mentor. The article should be clear, consistent, and concise. Particular care should be taken to ensure that each table, chart and/or figure is adequately explained. The paper should be written in a format that is acceptable for journal submission within the academic discipline.

#### **References/Bibliography:**

Include a complete reference to each item cited in the research paper. References for items not used in the paper should not be included. No footnotes for the McNair Journal.

#### **Appendix:**

If the applicant requires additional space in which to present details of a research instrument,

elucidate a theoretical point of view, or elaborate on some other vital point, an appendix may be included. This appendix should not exceed (3) three double-spaced pages.

### **Final Research Article**

The student researcher should submit the final research article to the Faculty Mentor for approval. The Faculty Mentor approval form must be signed and sent by the mentor electronically with the final article to the MCNR Coordinator by the required dates.

Drafts of the research paper and the final research article should be given to the Faculty Mentor well in advance of the MCNR submission deadlines.

### **Research Presentation**

Each McNair Scholar who conducts research during spring/summer period will be required to present his or her research findings at the annual TAMUCC McNair poster presentation event, one McNair conference, and one discipline conference, if available.

### **Research Supply Needs**

Student researchers will discuss their research supply needs with their mentor before the request is written. The mentor must sign the written request before it is submitted to the McNair Scholars Program Office. All the supply information such as websites and costs should be attached to the pre-purchase request form. Supply funds are very limited so all requests may not be honored.

### **Research Benchmarks**

#### **Spring/Summer**

January 31 – Scholar must provide the name of the mentor selected for the research project and have completed the required CITI Training Certification.

February 28 – Submit RAP and annotated bibliography of at least 15 Scholarly sources.

February 28 – Submit IRB Protocol, if applicable. **(If this process is required then no student payment can be provided until this process is complete.)**

March 30 – Submit literature review.

April 30 – Methods/Data Analysis Section Draft

May 31 – Discussion/Results Section Draft

June 29 – Draft Article and Poster

July 31\* - Final Article and Journal Submission Form

### **Mentor & Scholar Travel Policy**

See attached procedure and form.

### **McNair Scholar Research Stipend**

Each Scholar will receive a stipend that ranges from \$2500 to \$2800 for an approved research project according to funds availability. The funds will be paid through payroll on a monthly/bi-weekly schedule with the completion of approved timesheets signed by the Faculty Mentor or designee. If a Faculty Mentor is not available to sign, the mentor can provide a direct email authorization to the program manager. **No research can begin until all required forms have been completed and approved.**



## **McNair, SSS & Upward Bound Programs**

### **PASS Faculty Mentors & Student Conference Travel**

#### **Policy and Procedure**

<b>Title:</b>	<b>PASS Faculty Mentors &amp; Student Conference Travel Requirements</b>
<b>Effective Date:</b>	<b>June 3, 2013, Revised: June 1, 2015, Revised: August 31, 2016, Revised: May 30, 2017</b>
<b>Policy:</b>	<b>It is the policy of PASS to provide Faculty Mentors and PASS students with appropriate conference travel opportunities.</b>
<b>Those Affected:</b>	<b>PASS Faculty Mentors &amp; PASS Students</b>
<b>Purpose:</b>	<b>Describe the requirements for Faculty Mentor &amp; student conference travel.</b>

#### **1.0 PASS Students Conference Presenters and Non-Conference Presenters**

##### **Requirements:**

- Must maintain at least a 3.0 GPA for McNair and 2.5 for other program students
- Must be an active PASS Cohort Member. Cohort status will be verified when the travel request is received.
- SSS and Upward Bound students will travel as a group which the appropriate Director will request travel approval. With all necessary, travel itinerary plan documents. The program BC will handle all request information and the reconciliation process.
- The McNair students will need to be accepted to present at the requested conference and be approved to attend by their Faculty Mentor. A Faculty Mentor can also request that a student go to an academic discipline conference without presenting. This request is limited and will require a Faculty Mentor recommendation and PASS Executive Director approval. All requests should be submitted to the appropriate McNair Business Coordinator (BC) on the PASS program travel request form with complete conference details/conference brochure and letter/Email of acceptance to present.
- If the student is attending the conference with the Faculty Mentor, the Faculty Mentor will fill out the conference request form and the student will fill out the student travel

form and have the Faculty Mentor sign. All forms must be submitted one-month prior for in-state travel and two-months prior to out-of-state travel to the designated PASS BC.

- The student, if traveling alone, must fill out the travel request form and have the Faculty Mentor sign the form and attach the conference information one-month prior to in-state-travel and two-months prior to out-of-state travel.
- All travel is contingent on the availability of funds.

**Required approval:**

1. PASS Program Director/designee signs the request form once the approval is determined. If the request is denied by administration, then the PASS Executive Director/Designee will review and discuss the final determination.
2. The Dean of the appropriate college also needs to approve in CONCUR if higher lodging is involved.
3. If it is a group trip, a group number must be requested from the Travel office by the program BC submitting the travel in CONCUR.

## **2.0 PASS Faculty Mentor Accompanying PASS Student Travel Requirements**

- Faculty mentors may request travel funds from the appropriate PASS program if they are accompanying a PASS student to a conference. The faculty mentor must fill out the travel request form and attach the conference information one-month prior to in-state-travel and two-months prior to out-of-state travel.
- The Faculty Mentor must include the conference acceptance letter/email.
- No Faculty Mentor should submit more than one PASS program travel request for the same conference. If a travel request is denied due to a lack of PASS program funds for the program requested, the Faculty Mentor can request that the travel request be forwarded to another PASS program if appropriate.
- All travel is contingent on the availability of funds.

**Required approval:**

1. PASS Program Director/designee signs the request form once the request funds have been verified by the appropriate BC. If the request is denied by administration, then the PASS Executive Director/Designee will review and discuss the final determination.
2. The Dean of the appropriate college also needs to approve in CONCUR if higher lodging is involved. The Faculty Mentor Department Chair also signs the approval form.
3. If it is a group trip, the BC will request a group number from the Travel office.

## **3.0 Graduate School Visit-McNair Only**

- Students who need to visit a potential graduate school to determine enrollment may request funds for travel. There are limited funds available for this purpose so the travel

request form must be approved and signed by the Faculty Mentor. Based on the request and the availability of funds the Program Director will make the determination and notify the student. The student must have at least a 3.5 GPA.

- Must be current on Program Agreement Requirements
- No MCNR students will be able to request travel opportunities until their research is complete.

#### **4.0 Allowable Costs (all expenses require itemized receipts per grant rules)**

- Conference registration for Faculty Mentor and PASS program student
- Conference hotel, or other approved hotel if the conference hotel has no available rooms, and hotel fees. (GSA Rate or higher rate approval)
- Meals during conference travel (GSA Rate).
- Internet access if required for work or school
- Transportation: airline tickets, taxi/shuttle, car rental, rapid transit (bus or train). Please keep in mind to use most cost-effective form of transportation.
- If staying in the conference hotel, a rental car will not be provided unless there is a program required need.
- Tips/Gratuities (20% maximum).
- Baggage fees (one bag) or if presenting one additional bag for materials if needed.
- Parking at Corpus Christi Airport, if needed.
- Food at Corpus Christi Airport after entrance through TSA, if flight is delayed.
- Conference hotel or other approved hotel and hotel fees
- Cultural experience if it is required by the appropriate grant.

#### **5.0 Unallowable Costs**

- Personal expenses
- Alcohol
- Missed flight rebooking fees for staff due to staff avoidable lateness
- Memberships or Association Fees if these do not reduce the registration rate
- Transportation for non-program related sightseeing

#### **6.0 Faculty Mentor College Department Process**

- The Faculty Mentor will submit the required PASS Travel Request Form with all required documentation to the appropriate Program Manager with the completed Student Travel Request Form. The Mentor may hold a room for the mentor and a room for the student prior to approval if nothing is being charged prior to approval. This allows accommodations at the conference hotel before they are sold out.
- After PASS project approval: The Faculty Mentor will submit their approved trip form and the student form to their academic department for completing the arrangements in CONCUR by their designated staff with the appropriate PASS account number. No

CONCUR arrangements should be made without the PASS approval forms. The Faculty Mentor will add the PASS BC as a delegate for review of the Mentor department reconciliation for grant purposes.

- No cash advances can be authorized for Mentors/Students.
- All travel is contingent on the availability of funds.

#### **7.0 Faculty Mentor/Student Reconciliation Process**

- Faculty Mentor/Student must turn in all itemized receipts to the Mentor department staff within 10 business days after arrival back in Corpus Christi. No reimbursement can be processed without itemized receipts.
- Any allowable expense not charged to the TAMUCC Travel Card or DART card will be reimbursed through the reconciliation process.
- The reconciliation of the travel will route through PASS and the Division of Research, Commercialization and Outreach.

#### **8.0 Student Travel Orientation**

All students must attend a one-time 15-20-minute travel orientation with the appropriate program BC/Designee prior to first-time travel or when necessary due to type of travel. All students must receive their travel documents one-week prior to travel so that students know where they are staying and can notify their parents. This orientation will include:

This orientation will include:

- Common Travel Issues
- Per Diem/GSA Rules
- Completed Forms Review
- All Program Requirements
- All travel Documents
- Student DART Card

FORMS





FOR PASS PROGRAM USE ONLY	
Funded Amt:	_____
AR Created:	_____
Conf Registration:	_____
Transportation:	_____
Lodging:	_____
IC#:	_____

## STUDENT TRAVEL REQUEST

Date of Request:

### SELECT PROGRAM:

#### GENERAL INFORMATION:

SUBMISSION DEADLINES: In-state – 30 days prior to date of departure      Out-of-state - 60 days prior to date of departure

Traveler Name: \_\_\_\_\_ Traveler Banner ID: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Classification: \_\_\_\_\_ GPA (from preceding semester): \_\_\_\_\_

### TRAVEL INFORMATION (Complete proposal must be attached for consideration)

Indicate one: In-state      Out-of-State      Destination: \_\_\_\_\_

Name of Workshop/Conference: \_\_\_\_\_ Workshop/Conference URL: \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

### ADDITIONAL INFORMATION

(Please provide brief statements. If you would like to provide additional information, please attach additional pages.)

- 1) Will you be presenting at this Workshop/Conference? NO      YES      with a faculty member? NO      YES  
If YES, please attach the following documents: **research abstract, conference presentation acceptance letter and/or email, and copy of presentation.**
- 2) If not presenting, please provide a brief purpose of trip.
- 3) How will attending this workshop/conference benefit your education/program?



Traveler Name:

Traveler Banner ID:

**COSTS (Must attach conference agenda)**

Airfare (include baggage fee, if applicable)	\$	Ground Transportation (Rental/Taxi) –justification required for Rental	\$
Registration Fees	\$	Incidentals (Baggage fees, internet fees, hotel taxes, etc)	\$
Meals (per GSA rates) \$ _____/day	\$	Mileage (prior program approval required)	\$
Lodging (Indicate per night) \$ _____/night	\$	Parking Fees (prior program approval required)	\$
Higher Lodging Requested:		<b>Grand Total</b>	<b>\$</b>

Yes      No

Have you applied/received funding from any other source, including from conference you are attending?      Yes      No

If yes, please indicate funding source title and account #: \_\_\_\_\_

By signing below, I certify that I have provided accurate information regarding travel expenses and have read and understand the PASS Student Conference Travel Guidelines. I certify that the travel listed above meets the objectives of the PASS Program. I understand travel requests are evaluated and awarded based on my good standing and contingent upon budgeted travel funds available.

Traveler Name (Print): \_\_\_\_\_ Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Mentor Name (Print): \_\_\_\_\_ Faculty Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION – PASS Program authorization is required. Additional authorization required at time of reimbursement.**

Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

AVP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

FOR PASS PROGRAM USE ONLY			
Program Entry Date			Select Program: FITW MCNR SSS-REG SSS-STEM SSS-TEACH UB North UB Central Project GRAD
Requirements Completed for Month Prior	Yes	No	Letter Sent:
Resume Attached	Yes	No	Contract Submitted:
Emergency Information form	Yes	No	Orientation Date:
TAMUCC Medical Waiver	Yes	No	Orientation Completed:
Abstract/Conference Agenda	Yes	No	Bus Coord:
Acceptance Letter	Yes	No	Bus Mngr:



# PASS PROGRAMS FOR ACADEMIC STUDENT SUPPORT

FOR PASS PROGRAM USE ONLY	
Funded Amt:	_____
Letter:	_____
Contract:	_____
Expense Report:	_____
IC#:	_____
Bus Coord:	_____
Bus. Mngr:	_____

## FACULTY/STAFF TRAVEL REQUEST

Date of Request:

**SELECT PROGRAM:**

**GENERAL INFORMATION:**      **Faculty**      **Staff**

**SUBMISSION DEADLINES:**    In-State – 30 days prior to date of departure    Out-of-State – 60 days prior to date of departure

Traveler Name: \_\_\_\_\_ Traveler UIN: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_ Position: \_\_\_\_\_ Department: \_\_\_\_\_

**TRAVEL INFORMATION (Complete proposal must be attached for consideration)**

Indicate one: In state      Out of State      Destination: \_\_\_\_\_

Name of Workshop/Conference:

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

**ADDITIONAL INFORMATION (Please provide brief statements. If you would like to provide additional information, please attach additional pages.)**

- 1) Will you be presenting at this Workshop/Conference?      NO      YES

If YES, please attach the following documents: **research abstract, conference presentation acceptance letter and/or email, and copy of presentation.**

- 2) If not presenting, please provide a brief justification and program benefit for proposed travel.

**GOALS AND OBJECTIVES IN RELATION TO PROPOSAL:**

- 1) Please justify how the proposed travel will increase the quality of classroom instruction.



Traveler Name:

Traveler UIN:

**COSTS**

Airfare	\$	Ground Transportation (Rental/Taxi)	\$
Registration Fees	\$	Incidentals (Baggage fees, internet services, hotel taxes, etc)	\$
Meals	\$	Mileage (prior program approval required)	\$
\$ _____/ day			
Lodging	\$	Parking fees (If applicable)	\$
\$ _____/night			
Higher Lodging Requested:		<b>Grand Total</b>	<b>\$</b>

Yes          No

Have you applied/received funding from any other source, including from conference you are attending?          Yes          No

If yes, please indicate funding source title and account #: \_\_\_\_\_

**SUBMISSION CHECKLIST**

Please attach the following documents that apply to your request for travel funds: Event agenda, Abstract (if presenting), GSA rate sheet, any other supporting documentation

By signing below, I certify that I have provided accurate information regarding travel expenses and have read and understand the PASS Conference Travel Guidelines. I certify the travel listed above meets the objectives of the PASS Program. I understand that travel requests are evaluated and awarded upon budgeted travel funds available.

Traveler Printed Name:

Traveler Signature:

Date: 9/26/2017

Department Chair Name:

Department Chair Signature:

Date:

-----PASS PROGRAM USE ONLY -----

**AUTHORIZATION – PASS Program authorization is required. Additional authorization required at time of reimbursement.**

Departmental Approval: \_\_\_\_\_

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

AVP Approval: \_\_\_\_\_

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

**McNair Scholars Program  
Research Action Plan (RAP)**

**PLEASE TYPE OR PRINT LEGIBLY**

SCHOLAR NAME: \_\_\_\_\_ DISCIPLINE: \_\_\_\_\_

FACULTY MENTOR: \_\_\_\_\_

**Directions:** Use the space provided to describe the summer research you propose to conduct as a McNair Scholar. McNair staff is available to answer your questions and assist you in completing this form. Call or come by if you need further support. The best help you can get to complete this form will be from your Faculty Mentor. (If additional space is needed, an additional page may be attached.)

**STATEMENT OF THE PROBLEM:** (the topic your research will explore)

State the problem in complete sentences in as few words as possible. State the problem, don't just talk about it.

**JUSTIFICATION/IMPORTANCE OF THE PROJECT:**

Why is the proposed research needed? How will it add to the knowledge base in your discipline?

**HYPOTHESES AND/OR RESEARCH QUESTIONS:**

Hypotheses and/or research questions direct researchers' thinking in finding a solution to the problem (topic). List the hypotheses to be tested or state the research questions you will ask in seeking a solution to your research problem.

**SOURCES OF LITERATURE REVIEW:**

**PURPOSE:** To demonstrate that you have a clear idea of what is new about the proposed research. In the review, explain how your research builds on what has already been reported in the literature that relates to your problem.

**SOURCES:** Attach an annotated bibliography of at least 15 references you think will be used for your research.

**METHODS OF DATA GATHERING/METHODOLOGY:**

Tell step-by-step how data will be gathered to answer the questions or test the hypotheses of this research. (Specify whether you plan to use quantitative or qualitative methods.)

**DATA ANALYSIS PROCEDURES:**

Tell step by step how the data will be analyzed in order to reach conclusions about the questions or hypotheses of this research. (Specify whether you plan to use quantitative or qualitative methods.)

**Project Begin Date:** \_\_\_\_\_ **Projected Completion Date:** \_\_\_\_\_

**OUTLINE OF PROJECT ACTIVITIES:**

Provide a timeline/calendar of research activities that will allow for completion by the end of the projected research completion date. Project must be completed by July 31st.

**SIGNATURES:**

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

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

McNair Manager: \_\_\_\_\_ Date: \_\_\_\_\_



