

University Scholar Application Checklist

To submit a completed application, be sure that you have considered the questions below and included the following materials in this order.

1. University Scholar Application Cover Sheet

- Do you have three faculty signatures on the University Scholar Application Cover Sheet?
- Are all faculty members full-time faculty members at UConn?
- Have you attached your Departmental Plan of Study?

2. Field of Interest/Statement of the Problem/Deliverables (1 double-spaced page maximum)

- Have you described the academic or creative field you wish to pursue?
- Have you described the problem you wish to address?
- Have you described why this problem is important?
- Have you described why you are interested in this field?
- Have you described the deliverable you plan to produce?

Review of the Literature (1 -2 double-spaced pages)

- Have you provided a review of the literature that covers the field and the problem you intend to study?
- Have you used appropriate scholarly sources and cited them correctly?

Methods (1 – 2 double spaced pages)

- Is your proposed research or creative project described clearly?
- If you need access to research subjects, organizations, or special equipment, have you described what you have done to obtain access?
- Do you explain the steps you will go through to conduct the project?
- Do you explain the methods for data collection and analysis (if applicable)?

Plan of Study (1 double-spaced page maximum + Plan of Study Comparison Form + optional General Education Requirements Substitution Form)

- Briefly describe how your selection of courses will enable you to obtain the knowledge to complete your University Scholar plan of study.
- Is your plan of study is academically challenging?
- If applicable, have you completed the **General Education Requirement Substitution Request Form**? Have you indicated how the courses you plan to substitute for General Education Requirements will further the objectives of your University Scholar Project?

References (1 -2 double-spaced pages)

- Have you included sufficient and suitable **references** to justify that your proposal is scholarly? Are these appropriate to your academic discipline?

3. University Scholar Faculty Recommendations (One faculty recommendation form)

- Has the faculty member agreed to work with you for the next three semesters?
- Has the faculty member confirmed that the project is feasible?
- Has the faculty member agreed to allow you to use special equipment, if needed?

Formatting rules:

- Did you use a 12 point font, one-inch margins, and double spacing?
- On page 1, did you include your name, the project title, and your e-mail address?
- Is your proposal a maximum of 8 pages (1 for Field of Interest/Statement of Problem/Deliverables, 1 -2 for Literature Review, 1 – 2 for Methods, 1 for Plan of Study, 1 – 2 for References) or less?
- Did you include your name on each page and number the pages?