PROJECT RAISE — Undergraduate Research Experience Application Checklist

The Undergraduate Research Experience application must be completed in one sitting and is **due by Monday, March 7, 2022 at 11:59 p.m**. A sample application PDF and the final application submission site can be accessed through the Project RAISE website: www.fullerton.edu/projectraise.

Items to Prepare

- ☐ 1 PDF file containing the following:
  - o Résumé (please limit to one page; 1st page of the PDF file)
  - o Unofficial transcripts from each college/university you have attended (after the resume)
  - o Name the file as follows: College_LastName_FirstName (i.e. CSUF_Titan_Tuffy)
- ☐ Written materials (make sure to have them reviewed to submit the highest quality work)
  - o Short Answer Responses (see prompts below)
  - o Personal Statement (see directions below)
- ☐ Contact information for your recommender (first name, last name, title, and e-mail address).
  Note: Recommender must be a community college professor or counselor. More information about the recommendation process is located on the other side of this document.

Short Answer Response Prompts

Please answer the following questions in **150 words or less**:

1. We understand that students have a variety of commitments and engage in various activities outside of the classroom. Please discuss your typical involvement in extracurricular activities, family responsibilities, work, and/or community service.
2. What are your expectations of your faculty mentor, your lab mates, and the URE research community during the 8 weeks of the Undergraduate Research Experience? How do you expect to contribute to the lab, team, and URE community?

Personal Statement

In 500 words or less, your personal statement should describe why you want to participate in the Undergraduate Research Experience, and answer these questions:

- Your short-term and long-term goals.
- How your personal background and experiences have motivated you to pursue these goals.
- The steps you have taken toward achieving your goals. Feel free to include any volunteer activities, class projects, or other experiences that have prepared you for the Undergraduate Research Experience.
- How URE will help you achieve your goals.

Converting Files to PDF

- Option 1: Print to PDF.
  - o Instructions for Windows: https://www.howtogeek.com/150891/how-to-print-to-pdf-in-windows-4-tips-and-tricks
  - o Instructions for Mac: http://osxdaily.com/2010/05/21/how-to-print-to-pdf-in-mac-os
- Option 2: Print your transcripts and scan using a printer or app that allows you to save your scans as PDF.

Merging PDF Files

- Adobe Acrobat Instructions: https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html
- Digital Trends article: https://www.digitaltrends.com/computing/how-to-combine-pdf-files