

April 2, 2018

Dear Christopher Hampton,

Congratulations! It is a pleasure to inform you that your project, *Education and Incarceration*, is approved for funding in the 2018 2018 Undergraduate Summer Research and Creative Activities Program (USR&CAP). If you accept this offer, you will receive a stipend of \$3000 and up to \$250 in supplies. Your stipend will be disbursed in three even payments at the beginning of May, June and July, with \$150 withheld until your final report is submitted. The supplies money will be coordinated with your faculty mentor.



REQUIREMENTS:

- I. You will devote your full attention to your research during the summer period in a manner agreed upon between you and your faculty mentor. Nominally, the summer research session is scheduled to begin May 29, 2018, however you may begin your research at a date agreed upon between you and your faculty mentor. To help facilitate research time management, you will be required to email to us (with faculty mentor copied) the time you spent on your research each week. We require that you have spent at least 150 hours on your project before we will release your July check and 300 hours before we will release your August check.
  - At the end of the project period, you (with editing by your faculty mentor) will submit a written Final Report to the OUR. This report is due no later than September 01, 2018.
  - You are required to attend the summer seminar series (UGR2980) one day per week, which concentrates on the process of research, and safe and ethical conduct. Exceptions will be made on an individual basis. You are required to attend the presentations, but formally registering for the course is optional (you will be responsible for all costs associated with registering for the course).
  - You are expected to present your research at The End-of-Summer Research Symposium, which highlights the research conducted in summer 2018.
  - Additionally, you are required to present your research to the public in an event such as the Scholars' Celebration: Undergraduate Research Showcase in December, a national conference (such as the National Conference on Undergraduate Research -- NCUR) or a similar event. The event can take place anytime during the upcoming academic year.

We take this opportunity to congratulate you on this award and wish you every success in carrying out your project. If you have any questions during the course of the research period, please do not hesitate to call the Office of Undergraduate Research at 419.530.2983.

Please reply to me (undergraduate.research@utoledo.edu) by email by Monday, April 9 2018, of your decision to accept or reject this offer. If you accept, please fill out, digitally sign, and return the form below. Also, you will need to fill out a Substitute W-9 form, which need to be printed and submitted (see instructions below).

Sincerely,

Jon Bossenbroek  
Director, Office of Undergraduate Research  
Cc: Prof. Faculty Mentor, Kristen Keith

## Office of Undergraduate Research

Summer 2018

May 29, 2018 - August 03, 2018



Do you accept the Research offer as stated in the Offer Letter? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please sign below and give us the following information:

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

Rocket Number: \_\_\_\_\_

Summer Address that you want on file with UT

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

Do you desire to purchase a parking permit for the summer? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, we will try to place you in the special research category with reduced parking fees.

\_\_\_\_\_  
**X**  
\_\_\_\_\_

### Substitute W-9 form

If you accept, you also need to fill out the Substitute W-9 form (Sections 1 and 4).

[http://www.utoledo.edu/offices/controller/accounts\\_payable/pdfs/substitute\\_w9%20fillable.pdf](http://www.utoledo.edu/offices/controller/accounts_payable/pdfs/substitute_w9%20fillable.pdf)

After completed, print and sign it, then return it to Office of Undergraduate Research, MacKinnon Hall, MK2000. **We need this physical form (not electronic) since we cannot process your stipend checks without this form.** Do not send the Substitute W-9 form electronically.