



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

UNIVERSITY OF HAWAĪI SYSTEM

**Turn in to STEM Research  
Coordinator**

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

Student's Name: \_\_\_\_\_ School ID#: \_\_\_\_\_

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

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

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

Daytime Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Year in College:  Freshman  Sophomore  Junior  Senior

Cumulative GPA: \_\_\_\_\_ Semester Credits currently taking at Kap CC: \_\_\_\_\_

Credits taken at other UH Campuses/Where: \_\_\_\_\_ / \_\_\_\_\_

Home Campus: \_\_\_\_\_ STEM Student:  Yes  No

ASNA Applicant:  Yes  No Major: \_\_\_\_\_ Minor: \_\_\_\_\_

**Check all that apply:**

Part/Hawaiian  Native American  Pacific Islander  African American/Black  
 Latino/Hispanic  Alaska Native  Filipino  Chinese  
 Japanese  Korean  Other: \_\_\_\_\_

**RESEARCH INFORMATION**

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

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

Timeline: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Expected Results: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ATTACH OR SEND VIA EMAIL:**

- A research proposal that has been approved by your faculty mentor.
- Unofficial transcripts (print outs from MyUH STAR and copies are acceptable).

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

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



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

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## **Student Requirements:**

- Registered STEM student. (Contact STEM Coordinator: Mrs. Keolani Noa)
- Registered for ASNS degree. (Contact STEM Program Counselors: Karmi Minor Flores/Lori Sakaguchi)
- Students wishing to apply for a STEM stipend must be taking a minimum of 6 credits at Kap CC and have Kap CC as their home institution.
- Student must have a faculty mentor and the mentor's approval.
- Fill out and submit an Undergraduate Research Experience Application each semester along with the following:
  - Research proposal that has been approved by the faculty mentor.
    - Use the proposal Outline if your mentor does not give you specific guidelines.
  - Unofficial transcripts (print outs from MyUH Star and copies are acceptable).
- Submit forms to STEM Research Coordinator by appropriate deadline for projected research term (Contact: Naomi Nihipali):
  - Spring (Deadline January 15)
  - Fall (Deadline September 1)
  - Summer (Deadline May 1)
- URE students are required to maintain a timesheet of their hours. Log and record it on the STEM "Undergraduate Research" webpage.  
(<http://stem.kapiolani.hawaii.edu/undergraduate-research/>)
- Student will be required to submit a final scientific paper/poster and participate in a semester capstone event (i.e. SURF Fair).

## **Faculty Requirements:**

- Contact STEM URE Coordinator, Naomi Nihipali, regarding students' interest in research.
- Approve/discuss research project with students.
- Establish clear guidelines, timelines and outcomes with student researchers.
- Determine and discuss with student, the amount they will be paid, based on project requirements.
- Respect the above stated guidelines, timelines and outcomes.
- Sign and approve students' proposal and Undergraduate Research Experience Application (please make a copy of forms if needed).

## **Contacts:**

### STEM Coordinator

Keolani Noa  
(808) 734-9236  
Kokio 202C  
[keolani@hawaii.edu](mailto:keolani@hawaii.edu)

### STEM Counselor

Karmi Minor Flores  
(808) 734-9445  
Ilima 103B  
[karmi@hawaii.edu](mailto:karmi@hawaii.edu)

### STEM Counselor

Lori Sakaguchi  
(808) 734-9548  
Ilima 104A  
[llsakagu@hawaii.edu](mailto:llsakagu@hawaii.edu)

### STEM Undergraduate Research Coordinator

Naomi Nihipali  
(808) 734-9440  
Kokio 202C  
[naomimn@hawaii.edu](mailto:naomimn@hawaii.edu)

## **PROPOSAL OUTLINE**

(2-3 pages, 12-pt font, double spaced)

### **Objective:**

State the importance/significance of this research and the purpose of 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. (i.e. Journal Articles, Scientific Studies, etc.)

### **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 supply 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 anticipated dates of completion.

### **Discussion:**

What will be the end-product of this project? What are your 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 through this project?

### **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 material needs and its costs.*

### **References/Literature Review:**

State your references/literary sources. Please use either the MLS or CSE format to cite your references. Consult with your faculty mentor or check out the following website for tips. ([www.madonna.edu/ppt/CSE.pptx](http://www.madonna.edu/ppt/CSE.pptx))