**Undergraduate Research Fellowships Application Checklist**

1. **Contact a CSM faculty member to discuss research opportunities under their supervision**

(obtain faculty verbal consent; check out faculty research at: <https://www.umb.edu/academics/csm/faculty_staff>)

1. **Create/update your profile page** (use your student email address; password is not linked)
2. **Start your application**

*Student Portion*

\_\_\_\_ Provide the email address of the CSM faculty who has agreed to supervise your project

(*save, and then click send request on next page for faculty to receive notification*)

\_\_\_\_ Upload your essay

\_\_\_\_ Upload your resume

\_\_\_\_ Upload your transcript

*Faculty Portion*

\_\_\_\_ Faculty receives automated email with instructions how to upload your research proposal

*(they will also receive your essay, resume, and transcript, if you uploaded them; you will be able to upload an updated version(s) any time before you finalize your application)*

\_\_\_\_ Faculty logs in to verify that they agreed to supervise your project

\_\_\_\_ Faculty uploads a Research Project Proposal and a confidential Letter of Recommendation

\_\_\_\_ You receive an automated email with the proposal after faculty uploads it

1. **Login to check the status of your application**

(when steps 1 through 3 are listed as “Completed”, a “Submit” button will appear)

1. **Submit your application by 11:59 PM, May 26, 2025.**
2. **If you are awarded the fellowship, you have to login to accept it.**