



OSU Undergraduate Research/Arts Fellow Transcript Notation - Form B

Guidelines and Application

Form B is to be submitted by students upon completion of a research/creative activity (excluding a thesis). Students completing a thesis in the University Honors College, International Education, Physics, and BioResource Research majors, and the Bioenergy Minor should submit Form A.

Please read FAQ on the Transcript Notation website *before* filling the form.

Required Materials

1. **Project description** (max 2 pages single-spaced). Describe the significant research/creative project engaged in under the guidance of an OSU professor (mentor). The project should involve **sustained work over multiple quarters** resulting in an original contribution.
2. **Student Engagement** (max 1 page, single spaced). Include **details of student involvement** in all major phases of a project including conception, implementation, and presentation. Include the **specific project tasks and activities** in which the student was engaged. **List terms/years** when the project was performed.
3. **Date, venue and form of student presentation of the project.** Include the name of the event, location and date. For publication, include the journal name, year of publication, volume and page numbers in journal.

Project presentation must be to an **audience that extends beyond the student's immediate research group or creative context**. Presentations may be at a public performance, symposium/seminar, CUE (Celebration of Undergraduate Excellence) at OSU, a professional meeting, or through publication in a journal.

4. Date on which electronic copy of the project (paper, presentation slides, poster, digital image, etc.) was **submitted to the OSU Scholar's Archive:** _____

The project presentation must be submitted to the OSU Scholars Archive. For instructions, see [<http://ir.library.oregonstate.edu/xmlui/>]. If the nature of the project presentation (e.g., performance) precludes direct submission of its presentation to the Scholars Archive, then a video/audio of it, as appropriate, may be substituted.

5. Completed Application Form B (attached) (with the signatures of the student, mentor and Head Advisor of the student's college)

Items 1-5 must be submitted to Dr. Sujaya Rao (campus mail address 3017 ALS or drop off at 4050 Cordley Hall) no later than Friday of dead week of the term in which the student will be graduating from OSU. Questions? Send an email to Sujaya-ugr@oregonstate.edu

Transcript Notation Application – FORM B

Notation Applied for (check one): Research Fellow Arts Fellow
(If you are applying for both designations, separate signature pages are required for each)

Student Information:

Name: _____ Email: _____

OSU ID Number: _____ Major: _____

Project Title: _____

Check the following:

1. Project Description is attached
2. Details of student engagement in the project is attached
3. Form of presentation: Poster Oral Presentation _____ Other
(Indicate form of 'other')

Date and venue where project was presented: _____

4. Date when electronic copy of the project presentation (paper, presentation slides, poster, digital image, etc.) was submitted to the OSU Scholar's Archive: _____

Signature: _____ Date of Form B Submission: _____

Approvals

By signing below we certify that the student named here:

- completed a significant faculty-mentored research or creative arts experience
- was engaged in all significant phases of the project.
- has presented the project to an audience that extends beyond the immediate research group or creative context.
- has uploaded the presentation as appropriate to OSU Scholars Archive.

Mentor Name: _____ Mentor Signature: _____

(Mentor must be a member of the graduate faculty; no instructors without prior approval)

Mentor Department: _____ Mentor College: _____

Head Advisor Name: _____ Head Advisor Signature: _____

Director for Undergraduate Research Signature: _____