

Agarwal Student Research Fund for Software Engineering MS Students.

Information Sheet and Application

Purpose of Fund

This fund provides a research program endowment that will promote skills outside the classroom through research-related engagement in the Software Engineering program.

Amount of Award: Up to 2000.00 per academic year, per student award. Number of awards will vary depending on amount available each year.

Use of Funds

The funds awarded from this endowment will be used to provide funding in the Software Engineering Graduate Program in the College of Science and Engineering. Specifically, these funds shall be used for experiential learning through research-related engagement such as, but not limited to, activities that may include travel for conference presentations, conference submissions, workshops, research materials, and other costs not associated with tuition.

Selection Criteria

- a. Applicants must be majoring in Software Engineering.
- b. Applicants must be a full-time graduate degree-seeking student in good standing (3.0 or greater GPA)
- c. Applicant must submit an Agarwal Student Research Application packet to the Software Engineering Department via email to whites@uhcl.edu. The packet must include an application and proposal which details the project the proposal supports as well as budget that details funds needed to support any one or more of the following allowed expenditure: Conference / workshop travel, Conference / workshop attendance fees, and/or research materials that can be justified within the proposal. Students should coordinate with their faculty leader who is guiding the student's research, as to the types of activities the student may apply for funding for through this endowment. Awards are limited to 2,000.00 per applicant per academic year. Students may be awarded up to 2 awards per year as long as the total between the two does not exceed 2,000.00 and as long as an acceptable project report has been submitted and filed after the first award.

Application Process

- a. Applications for the Agarwal Student Research Application may be downloaded from the UHCL website or may be acquired by emailing datta@uhcl.edu or whites@uhcl.edu and requesting the Agarwal Student Research Fund Application.
- b. The Application form along with a project proposal that has been reviewed by the students' faculty research leader, and a support letter from the faculty research leader must be submitted via email before the last working day of September and before the last working day of February. Extensions to the deadline may be granted based upon need and availability of funds. An outline of the required project proposal is given below in item f.
- c. Selections will be made by the members of the Agarwal Fund Selection Committee.
- d. **Deadlines:** This committee will meet and selections will be made in October and in March of every Academic Year. Application deadlines for October are the last working day of the month of

September and the last working day of the month of February. This Committee will meet within the first 2 weeks of October, and March, and selection letters will be sent via Email to notify select students of their award by the end of the third week of October and March.

e. Applications will not be considered that do not meet the criterion a. b. and c. stated in the section titled Selection Criteria.

f. **Project proposal** must be submitted along with the application at the time of application. The project proposal must contain the following sections:

An Outline of the Project Proposal that must be submitted along with the application and at the same time as the application.

1. Description of the research project (approximately 1500 words).
2. A Statement of support from the Faculty member who is directing and supervising the research project the student is working on. This should be in the form of an included pdf letter from the faculty member to the Agarwal Selection committee.
3. A description of the expenditures being requested to fund. Each expenditure should be described and its purpose and benefit. For example, if travel is required, the method of travel, the destination, length of stay and should be provided. The purpose of attending the event being travel to. For example, explain the conference area and how it related to the research project.
3. A budget table listed all expenditures with a total requested amount shown.
4. Include any supporting documentation that would help explain the funds request. For example, if a student paper is being presented at a conference include the confirmation email from the conference that the paper has been accepted, and the conference website that shows the conference location, dates and activities.

After selection and after funds are spent.

Applicants receiving funds must produce, at the end of the semester in which the funds are awarded, a project report of goals, activities, accomplishments and status of related plans to the faculty lead which will forward such report to all members of the selection committee.

Supervision of students receiving the endowment

The faculty member who supports the students' application to the scholarship and who writes a supporting letter to the committee on behalf of the student, by default agrees to supervise the student in the project tasks being supported by the awarded funds.

Agarwal Student Research Fund Application

SWEN Students applying for the Agarwal Research Support fund must fill out this application and provide a project proposal with includes all required sections as outlined on page 1 of this document. Both this application and the project proposal must be submitted at the same time via email to both datta@uhcl.edu and whites@uhcl.edu on or before the deadlines specified on page 1 of this document. Once application and proposal has been submitted no re-submittal of the application or proposal will be allowed. (For example, no resubmissions are allowed due to items forgot, edits needed, etc. Once the submission has been made that is the submission that will be used, additional duplicate submissions will not be considered)

Student Name: _____
Provide your Full name as it appears on your UHCL Transcript.

Student Major: _____
You must be a current Full Time SWEN MS student to apply.

Student ID no. _____
Provide Your UHCL ID number.

Current no. of credit hours earned in SWEN _____

No Hours currently enrolled in at UHCL _____

Expected Graduation Date from SWEN _____

Total Money Amount being requested _____

Provide the total amount of funds you are requesting. A maximum of 2,000.00 per student can be requested per academic year.

Circle all items funds are being requested for (travel, conference/workshop fees, research materials),
If other, list briefly here _____

NOT to be filled in by the applicant. This is for the selection committee.

Date Application received _____
(For committee only)

Student transcript at UHCL: _____
(The transcript is to be printed out by Agarwal Committee, student does not supply this)

Student GPA: _____
(Committee will fill in the GPA from the Transcript, GPA must be 3.0 or greater.)

Is Proposal Attached and are all sections of the proposal outline contained in the Proposal
(proposal, budget, letter from supporting faculty member)

Student Selected _____

2 Committee signatures _____, _____

(Selection committee will consist of Drs. Helm, Datta and Andrews White with exception that the Supporting faculty member may not vote or sign for student they are supporting for this fund.)