

# Richard Barrett Research Scholarships

## Application Guide

**Please read this guide PRIOR to submitting an application for a Richard Barrett Research Scholarship!**

**Need Assistance?** Contact Lauren Petrie (Lauren.Petrie@uvm.edu), CEMS Career Coordinator in Votey 337

### IMPORTANT

- You must be an UNDERGRADUATE, CEMS student in good standing
- You are NOT eligible if you are going to be a May graduate.
- It is ESSENTIAL to ensure you have quality application materials. If you are proposing a project with a Faculty Member prepare the application materials, or see Lauren Petrie, CEMS Career Coordinator (Votey 337)!!

### DATES

- Monday, **November 28th**: General Barrett Research Scholarship Application goes live in CEMS Career Database (for students proposing projects with a Faculty Member)
- Friday **January 13th**: Faculty Research Projects posted in CEMS Career Database (for students interested in applying for a Faculty Project)
- Monday **February 13th at 4:00pm**: ALL Student Applications are due!

### APPLICATION INSTRUCTIONS

- **If you are a student who is proposing a research project with a Faculty Member: You must submit all application materials including:** Student Proposers Resume, **ONE** PDF or Word Doc Cover Page that includes: 2017 Richard Barrett Scholarships Program Cover Page, 1-Page Project Description, budget and budget justification, and the Faculty Members short CV.
- **If you are a student who is applying for a Faculty Research Project: You are only required to submit:** Your Resume, **ONE** PDF or Word Doc Cover Page that includes: 2017 Richard Barrett Scholarships Program Cover Page (you do not need Faculty Mentor signatures!), 1-Page statement of interest and research plan, budget and budget justification.

### HOW TO VIEW AVAILABLE PROJECTS & APPLY

1. Access CEMS Internship, Co-Op, and Research Postings on the following website:  
[www.myinterfase.com/uvm-cems/student](http://www.myinterfase.com/uvm-cems/student)
2. Log into system using your Username (UVM netID) and Password (UVM 95 number).
3. Update your Profile & Upload Application Documents
  - Put your cursor over **My Account** and select My Profile OR My Documents
  - Under **My Documents** you can upload your Resume, and Cover Letter (Application Packet described in Instructions above)
4. Put your cursor over **Position Search** and select **Internship, Co-Op, and Research Search**
  - Under Position Type select "CEMS Barrett Research Scholarships" to view the general application, and faculty projects available.
5. **NOTE** - You will not see the "Apply" button when you view a position until you upload the Required Documents (Resume and Application Packet/Cover Letter)! the "Apply" button will appear when viewing a position.