

**Kennesaw State University**  
**Department of History and Philosophy**

**Faculty Request for Approval to Recruit an Undergraduate Research Assistant (URA)**

Note: Only Full-time faculty may supervise a URA

Faculty Member Name:

Date:

Semester for which URA is requested:

Briefly describe the project to which the URA will be assigned:

What is the goal of this project (conference paper, article, book, other)?

What will be the specific duties of the URA?

Estimated hours per week:

Number of credits to be earned:

Will the URA be required to travel to conduct research? If so, how often and where?

How will the URA benefit from this experience?

**Please submit the completed Request for Approval to the Department Chair by email attachment.**