Center for Undergraduate Research and Scholarship

Summer Semester Grant Application Guidelines

*** *Please note:* Priority consideration will be given to applications received on or before the target submission date noted on the website. Late applications will only be considered, if sufficient funds remain to support the project. ***

The Program:

- The CURS Summer Grant program is focused on developing individual student/faculty mentor relationships and fostering learning through the processes of research, scholarly, and creative work.

- Students will engage in research/scholarship/creative projects for 10 weeks during summer semester.

- Each student participant must work with a faculty mentor who is willing to supervise the project. Projects must be initiated and developed by the student applicant(s) under the supervision guidance of their faculty mentor.

- Projects may include: 1) an independent idea that the student would like to pursue on his/her own, 2) a joint student-faculty project in which either the student or faculty mentor is the principle investigator, or 3) a project that is part of the faculty mentor's ongoing research. However, in all cases, the project must be one in which the student has significant involvement and is *not* just a paid assistant. While faculty support is encouraged, the proposal itself should be written by the student.

The Student Receives:
- A stipend totaling $2,000 (if student has no accommodation costs during summer semester) or $2,500 (if students has accommodation costs during summer semester) will be awarded to the participating student.

The Faculty Mentor Receives:
- Up to $500 to offset the costs associated with project supplies.

I. Overview

The Center for Undergraduate Research and Scholarship (CURS) announces the availability of funds to assist undergraduate students in conducting research, scholarly and creative work during the summer semester under supervision of a faculty mentor.

Awards of up to $500 to offset the costs associated with the project are available. The student will receive either a $2,000 or $2,500 stipend based on the accommodation costs they will be incurring during the summer semester. The stipend will be paid over the course of the 10 weeks of the project in bi-weekly installments following the classified staff pay schedule for the fiscal year 2014-2015

(http://www.bgsu.edu/human-resources/compensation/fiscal-year-2014-2015.html). Please note that the first installment will be paid on the first pay schedule date following the start of the project.

It is anticipated that up to 30 awards will be available each semester and submissions from all disciplines are strongly encouraged. Allocation of awards may be weighted based on the total number of applications received and the number of undergraduate students enrolled in each department from which applications have been received. Students may receive only one Summer Grant award during their tenure at BGSU, but are welcome to apply for other CURS programs (Travel Grant and Fall/Spring Semester Grants) separately. The awards are funded by the Office of the Provost and disbursed through the Center for Undergraduate Research and Scholarship.

II. Eligibility

This award is available to undergraduate students from all disciplines. Matching funds from departments or colleges are strongly encouraged, but not required. Such support will, however, be viewed as a strong endorsement of the proposal during the selection process.

A. Student Eligibility

- At the time of application, students must be full-time undergraduates in good academic standing (cumulative GPA of at least 2.5), with a minimum of Sophomore class standing ($\geq$ 30 credit hours) prior to the start of the project.
- Preference will be given to students who will be continuing as undergraduates at BGSU in the fall, however, students graduating in August, 2015 are considered eligible. Students who have been actively involved in a research project with their faculty mentor during the past academic year and will be completing their project during the summer will also be considered.
- Students may specify their desired dates of participation provided their expected hours are completed between Spring Commencement and the last day of classes of the final summer session. Exceptions must be reviewed prior to signing any contract agreements.
- Students may receive only one Summer Grant award during their time at BGSU, and the award must be used during the summer in which it is awarded.

B. Faculty Mentor Eligibility

- The faculty mentor must be a full-time, tenured faculty member, or in a tenure-track position. To seek an exception to this policy, requests for an exception must submitted at the time of application together with evidence of departmental support in form of a letter from the departmental chair.
- Preference will be given to faculty members who have an established record and/or have demonstrated ability to mentor undergraduate students, as well as to departments that have a demonstrated commitment to undergraduate research/scholarly/creative activity.
- Faculty must commit to providing a high degree of supervision and support for the student and to oversee of the project budget and related expenditures.
- The faculty mentor's department must agree to administer supply funds. Whenever possible, the department should coordinate purchases and order materials to maximize university discount programs and to avoid sales tax as appropriate. All funds must be expended by the end of the semester during which funds are awarded. **Any funds remaining by the end of the**

project have to be returned to the CURS budget account within 4 weeks of completion of the project.

⌗ The department must also provide sufficient oversight of the collaboration between the student and faculty mentor to assure the educational value of the student experience.

III. Roles and Responsibilities

A. Student Responsibilities

⌗ *Preparation of the application:* Students will collaborate with a faculty mentor to develop a research plan and to complete the application and proposal. If the application is approved, the student will consult with their faculty mentor to establish and specify the dates (ten-week period) the student will devote to the project. Students will be asked to complete and return a Contract Acceptance Form, signed by their faculty mentor, which reflects this agreement.

⌗ *Regulatory approval:* Certain projects require special approval and therefore must meet the guidelines of the appropriate regulatory committees involved. The student investigator must demonstrate that he/she has received appropriate training and/or has submitted the appropriate completed form(s) for work involving human subjects, live vertebrate animals, radioactive materials, and/or recombinant DNA prior to the anticipated start of the project.

⌗ *Meeting attendance:* In addition to meeting regularly with their faculty mentor, students are expected to attend two meetings with a CURS staff member: an Orientation meeting (prior to the start of their project) and an individual advising meeting at the mid-point of their project. (Students will receive additional instructions with their notification letter, if selected to participate).

⌗ *Reporting requirements:* Students who receive Summer Grant award are required at the end of the project to complete (1) a brief (3 pages) report/reflection paper describing the major objective(s) and key result(s) of their project, (2) a short presentation (12-15 Power-Point slides) outlining their project and their results, and (3) an itemized financial disclosure statement indicating how much of the supporting funds had been spent. Papers/Presentations will be archived on the Center for Undergraduate Research and Scholarship website. In addition, students who receive funding through this program are expected to present their findings at the Undergraduate Research and Scholarly/Creative Activity Symposium (23rd of April, 2015). Failure to submit completed reports/presentations in a timely fashion will jeopardize future awards involving the faculty mentor and their department.

B. Faculty Mentor Responsibilities

⌗ *Endorsement of the project:* The faculty mentor must certify that the proposed project sufficiently represents valid research/scholarly/creative work, and that the project will contribute to the educational development of the undergraduate applicant.

Further, the faculty mentor must insure that the:

1. Student applicant submits a well-written proposal that can be understood by an educated person who is not a specialist in the field; *Please note, while it is important for mentors to provide feedback and support, the proposal itself (Project Narrative) must be written by the student.*

2. Application conforms to the format specified in these guidelines;

3. Required information and appropriate protocol forms concerning special circumstances are supplied.

⌑ *Preparation of application* – Faculty mentors are encouraged to collaborate with individual students in developing a research plan, and advise students in completing the Summer Grant application. Please keep in mind that while advising/editing support is strongly encouraged, the application and proposal itself must be written by the student. If the application is approved, the faculty mentor will consult with the student to establish the 10-week period the student will devote to the project. The faculty mentor is expected to be generally available to the student during the specified ten-week period, and is responsible for assuring a meaningful and appropriate student experience.

⌑ *Regulatory approval -* Certain projects require special approval and therefore must meet the guidelines of the appropriate regulatory committees involved. The faculty mentor certify that the student investigator has received appropriate training and/or has submitted the appropriate completed form(s) for work involving human subjects, live vertebrate animals, radioactive materials, and/or recombinant DNA sufficiently prior to the anticipated start of the project to ensure approval by the time the student's project reaches a stage requiring such approval.

⌑ *Budget oversight* – The faculty mentor must certify the accuracy and appropriateness of the proposed budget and will supervise all expenditures within the awarded allotment (up to $500 for project related expenses incurred by the student). Faculty members must work with student and department budget officer(s) to provide appropriate oversight for all project expenditures, ensuring that purchases fall within the expectations outlined in the project's proposal, as well as university policy guidelines. Spending is subject to accepted University ordering and accounting procedures, and the faculty mentor is responsible for the appropriate management and use of funds. The project and faculty allowances are not considered income for tax purposes and cannot be used as supplemental pay for either the student or faculty mentor.

⌑ *Reporting requirements* – Faculty mentors are responsible for ensuring the student complies with expectations for attending scheduled meetings and for completing assignments, particularly the reporting requirements as outlined in this document.

⌑ Once the project is underway the faculty mentor plays a critical role in the learning process by interacting regularly with the student and frequently discussing the student's progress. The faculty mentor must complete a mid-semester progress report (evaluation form) provided by CURS and return it by the specified date. This form allows the Center to track the students' progress and intervene if necessary.

⌑ Finally, upon conclusion of the project, the faculty mentor should review the student's written assignments (report/reflection paper, PowerPoint presentation, and financial disclosure statement) and provide feedback to the student prior to these documents being submitted by the student(s). Faculty members should help ensure projects are completed in a timely manner and faculty mentor approval/endorsement of all submitted files is required to assure that these assignments fulfill the faculty mentor's expectations of the project.

C. Department Responsibilities

While the Center for Undergraduate Research and Scholarship sets the overall expectations for the Summer Grant program, responsibility for day-to-day administration of the program rests with the department. The department will provide general oversight in monitoring the

collaborative effort between student/mentor to assure the educational value of the experience, and will oversee all expenditures of the student and faculty mentor.

In general, funds will be released to the home department of the faculty mentor, who will act as account administrator. Whenever possible, the department should coordinate purchases and order materials to maximize university discount programs and to avoid sales tax as appropriate. Receipts or invoices will be required for reimbursement, and students should speak with the faculty mentor or designee for exact procedures and requirements. All funds must be expended by the end of the semester in which funding is awarded.

IV. Application

The application consists of an Application/Endorsement form, a Proposal (Project Narrative) describing the research/scholarly/creative project, and a letter of support from the faculty member who will serve as the student's mentor. Details of each are outlined below. Applications for projects that involve human subjects, live vertebrate animals, recombinant DNA, or radioactive materials must also include appropriate regulatory committee forms before funds will be released.

For full consideration, completed applications must be received in the Center for Undergraduate Research and Scholarship by email (cmora@bgsu.edu) or as hard copy (104 University Hall) by the target submission date. Proposals received after the target submission date will only be considered for that semester, if funding is still available and project can feasibly be completed by the end of that semester.

A. Application/Endorsement Form
The endorsement sheet serves to collect routine information about the student applicant(s), faculty mentor, and the proposed project. It also serves to alert the student applicant and faculty mentor to potential regulatory considerations that must be met. Finally, it certifies the commitment of the student(s), faculty mentor, and the mentor's academic department to the proposed project.

The original document containing all relevant signatures must be sent to the Center for Undergraduate Research and Scholarship in 104 University Hall (to the attention of the CURS director, Dr. Cordula Mora) on or before the submission deadline. Alternatively the form can be sent by email as a pdf-file (no other file formats, please) to cmora@bgsu.edu.

B. Proposal (Project Narrative)
Students must submit a written proposal (typically 4-7 pages) that is typed using 12- point, Times New Roman font, and single-spaced with 1-inch margins. While in most cases the faculty mentor will need to assist the student with the preparation of the project proposal, it is encouraged that the student will write at least the first draft using the guidelines below after discussing the project with their mentor.

A hard copy of the proposal must be sent to the Center for Undergraduate Research and Scholarship in 104 University Hall (to the attention of the CURS director, Dr. Cordula Mora) on or before the submission deadline. Alternatively it can be sent by email as a Word document or pdf-file (no other file formats, please) to cmora@bgsu.edu.

TIP FOR STUDENT APPLICANTS: Remember, you are asking for money, so make it as easy as possible for the reader to understand what you propose to do, why it is important, and how you will

successfully complete the project within the requested timeframe and budget. Keep in mind the proposal will be evaluated by a panel of faculty members representing a range of disciplines. As such, you should avoid the use of too much technical jargon specific to your discipline that others will not understand.

Each proposal must consist of the following sections:

1. Cover Page (1 page maximum). Must include:
- Project Title.
- Name of Student Applicant(s).
- Name of Faculty Mentor.
- Name of Department.

2. Proposal (normally 2-3 pages and definitely no more than 5 pages). Must include:
- Introductory statement about the project (give a brief background to the project and its relevance for your chosen discipline, describe your project's connection to the outcomes of any relevant current or previous related project(s) conducted by your mentor's group or any other relevant studies. Be sure to cite any references, as appropriate, in the reference section.
- Clearly state your goal(s)/objective(s) for this project.
- Proposed plan of action to complete the research/scholarly/creative project including methods to be employed to achieve project goal(s).
- Anticipated results/accomplishments or outcome(s). In this section you should discuss how you will analyze and interpret your results or how you will present and evaluate your scholarly/creative work. Explain how these results will impact your discipline and describe any anticipated follow-up studies.

3. References (normally 1 page):
- Provide full citations (including title) of all references cited in the proposal, using the appropriate style guidelines for your discipline.

4. Figures and Tables (as many pages as needed):
- Figures and tables may be presented here separately, or imbedded in the narrative text of the proposal. All figures must have a caption and all tables must have a heading to explain the information. Be sure to cite the source of each figure and table, which were not prepared by you or your mentor, in your reference list.

5. Budget and Justification (1 page maximum):
- Provide an itemized and annotated statement of your best estimate of supply costs associated with your project. Supporting documentation is encouraged. You may request up to $500 from CURS, but it is anticipated that most awards will range between $250 and $350.
- Your budget should accurately reflect the cost of the proposed research/scholarly/creative work. If the budget exceeds the maximum award available from CURS, you must clearly indicate from where the additional funds will come (e.g., from department, faculty mentor's grant, etc).
- You must provide a justification for all of the requested items. Funds may be requested for any reasonable research/scholarly/creative related expenses as long they are associated directly with achieving your project's goals. However, funds requested for travel must be especially well justified (if funds are requested to attend a meeting in your discipline, please submit a separate CURS travel grant application).

C. Letter of Support from Faculty Mentor:

The faculty mentor must write a brief letter of support for the proposed project. In this letter, the faculty mentor should provide a critical assessment of the following:
1. Scholarly impact of the proposed project;
2. Credentials of the student(s) with regard to successful completion of the proposed project (please cite specific examples of preparation and/or previous experiences);
3. Impact of the project on the faculty mentor's larger research activities/scholarly/creative work;
4. Appropriateness and accuracy of the budget.

The faculty mentor should confirm his/her willingness to supervise this project, and provide assurance that expectations for participation are understood, especially in regard to ensuring compliance with university regulations and expectations for completing the final report (i.e., that the student's reflection paper and PowerPoint presentation are accurate and will be submitted on time). Finally, should the project budget exceed the maximum amount available through this program, the mentor should confirm that the additional necessary funds exist to cover any additional costs.

A hard copy of the support letter must be sent to the Center for Undergraduate Research and Scholarship in 104 University Hall (to the attention of the CURS director, Dr. Cordula Mora) on or before the submission deadline. Alternatively it can be sent by email as a Word document or pdf-file (no other file formats, please) to cmora@bgsu.edu.

V. Evaluation Criteria for Proposals

Proposals will be evaluated by faculty members representing a range of academic disciplines who have actively involved undergraduates in their own research and scholarly work. The proposals will be judged on the basis of the following four general criteria.
A. Quality of the Proposal
¤   Is the proposal well-written? Is the research problem or scholarly project clearly articulated and being facilitated primarily by the student(s)? Is it an original intellectual contribution to the discipline?
B. Potential Impact of the Study
¤   What are the anticipated benefits that are expected for the participating student(s), the discipline, and the faculty mentor's research/scholarly activities?
C. Potential for Success
¤   Do student applicants have adequate training and experience to successfully complete the project in the stated time frame?
D. Budget
¤   Is the budget appropriate/sufficient to complete the proposed work and if the budget is more than CURS can support, have other sources been identified to cover the remaining expenses?

VI. Award Notification

It is anticipated that a funding decision will be made within approximately two weeks of the application deadline, and the student(s) and faculty mentor will be notified **by email**. Students will be sent a Grant Recipient Contract that must be completed and returned, indicating acceptance of the terms and responsibilities of the grant, before any funds will be transferred.

VII. Disbursement of Funds

Successful applicants will receive instructions during the orientation meeting in April as to how the funds are to be disbursed. In general, the funds directly supporting the project (up to $500) will be released to the department of the faculty mentor, who will act as an account administrator. Whenever possible, the department should coordinate purchases and order materials to maximize university discount programs and to avoid sales tax as appropriate. Receipts or invoices will be required for reimbursement, and students should speak with the faculty mentor or designee for exact procedures and requirements in their department PRIOR to making any purchases.

All funds must be expended by the end of the semester in which funding is awarded. **Any funds remaining by the end of the project have to be returned to the CURS budget account within 4 weeks of completion of the project.** Please note that in accordance with university purchasing guidelines, any tangible items purchased with CURS funds are considered university property and, if they are for general usage (such as computers, cameras, digital recorders, etc.), are expected to be returned to CURS upon completion of the project in order to benefit future undergraduate researchers. Exceptions must be approved by CURS in consultation with the department prior to purchase.

The student's stipend will be paid over the course of the 10 weeks of the project in bi-weekly installments following the classified staff pay schedule for the fiscal year 2014-2015 (http://www.bgsu.edu/human-resources/compensation/fiscal-year-2014-2015.html). Please note that the first installment will be paid on the first pay schedule date following the start of the project.

VIII. Project Duration

It is anticipated that the project will span ten weeks (depending on timing of notifications) and be completed by the end of the summer semester during which funding is requested/received. During this period, the student and faculty mentor should maintain regular meetings/communication. A final report consisting of two written assignments and a financial disclosure statement (see outlined below) must be submitted by email to the director of CURS (Dr. Cordula Mora at cmora@bgsu.edu) within one week after the last day of the summer semester in which funding is awarded.

IX. Reporting Requirements (Assignments)

Students who receive an award are required to complete two written assignments (a report/reflection paper and a PowerPoint document) and a financial disclosure statement upon completion of their project. They must also present their findings at the annual Undergraduate Research and Scholarly/Creative Activity Symposium to be held in late April each year, with the exception of those who graduated prior to the symposium event.

A. Written Assignments:

1) A brief report/reflection paper (3 pages maximum, Word document or pdf file) describing the major objective(s) and the results/outcomes of their completed project (2 pages), as well as a brief personal reflection about the overall experience (1 page). The report should be typed and written in the style appropriate to the students' discipline (APA, MLA, etc.).

2) A PowerPoint presentation document (12-15 slides, PowerPoint or pdf file) that provides an overview of the project, describing the research/scholarly/creative questions/goals for the study/nature of the project, the methods used, the research findings and/or results, and

implications of the project/conclusions/created product for the student's discipline. Organization of the presentation may vary according to the student's discipline. PowerPoint documents will be archived and displayed on the Center of Undergraduate Research and Scholarship (CURS) website.

3) A financial disclosure statement (Word document or pdf file) documenting how the project funds were utilized (i.e., a list of all expenditures made related to the project), whether any tangible purchases were made with grant funds, and whether any funds remain. Certain purchases become property of the University and must be returned at the end of the project (refer to *Disbursement of Funds* section above. Failure to properly document or return requested property could result in a referral for disciplinary action.

Written assignments are due (to be submitted electronically by email to the CURS director, Dr. Cordula Mora, at cmora@bgsu.edu) within one week after the last day of classes for the semester in which funding is awarded. Failure to submit completed reports in a timely fashion will jeopardize future awards involving the faculty mentor and his/her department. In addition, the student(s) may be required to reimburse the University up to the full amount of the award.

If a project cannot be reasonably completed by the end of the semester in which funding is awarded, an extension may be given through the following semester provided a written request is submitted by the student to the Center for Undergraduate Research and Scholarship prior to the completion deadline. Students requesting an extension must provide a brief description of progress to date and indicate the reason(s) the project will not be completed on time. The request for an extension must include the signature of the faculty mentor indicating that the request is reasonable and that he/she agrees to continue overseeing the project through its completion. If an extension is granted, the final report is due no later than the last day of classes for the following academic semester.

B. Participation in Annual Undergraduate Research & Scholarly/Creative Activity Symposium

In addition to the final report, students who receive funding through this program are required to communicate their results/outcomes to the campus community through participation in the annual Undergraduate Research and Scholarly/Creative Activity Symposium, which is usually held in late April. Students are expected to register for the event and participate by presenting a poster (or alternative format appropriate for the student's discipline). All students receiving CURS grants within the year preceding the conference are required to participate, with the exception of those who graduated prior to the symposium event. A Powerpoint file of the student's poster (or an alternative summary of the student's presentation during the symposium) is to be submitted electronically to director of the Center (cmora@bgsu.edu) within 7 days after the date of the symposium.

For questions or assistance, please contact the Center for Undergraduate Research and Scholarship:

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