Program Description

Student Summer Research Fellows (SSuRF) grant will fund faculty-mentored undergraduate research and creative scholarship projects conducted over 10 weeks in the summer from June 1 to August 10, 2021. During this program, participating students will engage in an intensive research or creative project while working closely with a WSU faculty mentor.

In addition, students will participate in professional development workshops, group meetings, discussions, outings, assessments, presentations, and will engage with the Urban Education Summer Bridge Program. SSuRF students will meet with their mentors at least twice per week to discuss the progress of the project and are expected to spend approximately 40 hours per week working on the project. SSuRF students should not be working elsewhere during this period as the program is intended to be intensive and focused. SSuRF students will be required to give an oral presentation of their work at our Fall CURCA Celebration and will create a video of their work. The Director will provide necessary tools and guidance for these requirements.

Compensation

Each student will be awarded a stipend of $3,500 to complete the program and a small supply budget if required (maximum $300). The mentoring faculty will receive a stipend of $1,500 upon completion of the program. Faculty will also be required to attend group meetings, provide professional development workshops, and engage in student and program assessments. We will **not** be able to provide campus housing or a stipend for housing this summer.

Application and Program Time Line

- Applications (all material, described below) due **Friday April 15, 2022**
- Accepted applicants notified by **April 23, 2022**
- Mandatory group meeting (faculty & students) **May 5, 2022**
- Start of Program **June 1, 2022**
- Assessments dates TBD
    - Students paid biweekly
- Oral presentations and video project during CURCA Celebration **Friday Dec. 9, 2022**
- Written report due **August 26, 2021**
- Lunches and social activities will occur throughout the summer

Applying for the Program

Preparing a strong and competitive SSuRF Program application involves a significant commitment of time for students and their mentors. Please allow several weeks to conduct background work, read research literature, meet with your mentor, and draft and revise the Personal Statement and Project Proposal.

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All application materials are due Thursday April 15, 2022 11:59pm (EST).

Late or incomplete applications will not be considered.

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Overview.

Required documents include:
- Personal Statement (maximum 600 words) for each student
- Project Title
- Research Question or Project Goal (1-2 sentences)
- Abstract (maximum 250 words)
- Project Proposal (single-spaced, maximum 1,800 words)
- Up to 2 pages' worth of figures, graphs, photos, etc. may be integrated into the text or added to the end.
- Bibliography of sources referenced in the proposal in the format and style expected in your discipline (e.g.,
- MLA Works Cited, APA References)
- Logistics and Timeline (single-spaced, 1 page)
- Project Budget (with specific items and prices)
- Unofficial Transcript
- Faculty mentor recommendation form and letter (online form available)
- Second recommendation form and letter (online form available)
- Faculty Mentor Recommendation Form and Letter
- Second Recommendation Form and Letter

Details for the online application:

A. **Student Information.** Fill in your name, Banner ID, WSU email address, major(s), and expected month and year of graduation. In addition, check "yes" or "no" in response to "Have you previously done independent research or creative activity?".

B. **Faculty Mentor Information**. Enter your mentor's name, department, and WSU email address. SSuRF mentors must have tenure or be on the tenure track at WSU.

   Mentor Recommendation Form & Letter. Your faculty mentor for the project must complete the SSuRF mentor form and attach a detailed letter about his/her confidence in your academic abilities, character, experience, work ethic, etc.

C. **Second Recommender Information**. Enter the name and email address of the person who has agreed to write your second recommendation.

   Second Recommendation Form & Letter. A second person who knows your academic abilities, work ethic, relevant experience, and capability for completing the proposed project must complete the second recommendation form and attach a detailed letter. The second recommender is usually another WSU faculty member, but may be an employer, internship supervisor, WSU staff member, a professor from your previous college, etc. Be sure to stress to your mentor and second recommender that (a) the faculty reviewers of SSuRF applications put a great deal of weight on detailed letters of recommendation, and (b) their forms with letters attached must be submitted by the application deadline: Thursday April 15, 2021

D. **IRB/IACUC**. All research involving human participants (including surveys and interviews) requires approval by WSU's Institutional Review Board (IRB). Research involving vertebrate animals requires approval by

WSU's Institutional Animal Care & Use Committee (IACUC). If applicable, your faculty member must apply for IRB or IACUC review by April 8, 2022. Select whether your faculty mentor has applied for and received IRB and IACUC approval. Select N/A if your proposed project does not include any people or vertebrate animals.

E. **ATTACH APPLICATION DOCUMENT**

A single application document (as PDF) should include the following 9 parts, in the order listed, and labeled accordingly:

1. **Personal Statement**. The personal statement (single-spaced, maximum 600 words) should be the first page of your application document, with your name at the top right and the words <u>Personal Statement</u> at the top left.

   In your Personal Statement, describe your academic background, readiness for the project, work ethic, and/or long-term goals. The Personal Statement should make clear how your academic experiences (e.g., coursework, research, creative work) have prepared you to undertake the proposed project and how the project fits into future goals (e.g., subsequent research, graduate or professional school, career aspirations). The Personal Statement should also address anything that may be perceived as a weakness in your application (e.g., a low grade on your transcript, a lack of specific course preparation for the proposed project).

2. **Project Title.** Compose a title for your project that is interesting and informative.

3. **Research Question or Project Goal**. Write a 1-2-sentence statement or question that expresses the overall goal of the project. The statement or question should be specific and achievable/answerable in the ten-week timeframe of the program. Examples:

   - *This project seeks to determine whether heavy metals cause dragonfly deformities in area ponds.*
   - *What role did Frederick Douglass play in the Seneca Falls Convention?*
   - *I will explore a variety of glazing techniques using a salt and soda kiln.*

4. **Abstract** (250 words maximum). An Abstract is a one-paragraph summary of the proposal. It usually includes brief background/contextual information (such as the need or impetus for the project); the purpose or focus of the project; the methods, process, or technique to be used; the main goal or objectives (i.e., what you hope to discover or create); and the significance of the project to your own learning, academic discipline, and/or society.

5. **Project Proposal** (single-spaced, maximum 1,800 words - plus, if needed, up to 2 pages of figures, graphs, photos, etc., either integrated in the text or added to the end).

   Your Proposal will be read and evaluated by WSU faculty from a variety of academic disciplines, some of whom have no background in your field, so it is important to avoid the use of jargon and highly technical language. The Project Proposal should be written so that professors in any discipline can understand the purpose of the project, its significance, and the methods or process you will use. Proposals that rely on specialized terminology will be at a disadvantage.

   Your proposal should contain two main parts, clearly labeled:

   - **Project Development.** In this section, describe how you worked with your faculty mentor to develop the project, and what sparked you interest in the topic/field.

- **Introduction.** Provide necessary background/contextual information, elaborate on your overall goal and objectives, and explain the significance of you what you want to learn. To provide the background/context, include a discussion of what scholars already know about the topic (a brief "literature review"), followed by what you have already learned/accomplished in coursework and/or independent preparation for the project. Lay out your goals and objectives, and explain what you plan to learn or accomplish this summer. To provide a sense of the significance of your proposed project, the Introduction should explain how your work makes a contribution to your academic discipline and/or some aspect of our broader society. If you are completing a research project, clearly state your hypothesis.

- **Methods or Process.** Describe the research methodology, theoretical/critical approach, or creative process to be used. Depending on your academic discipline, the Methods/Process section might include a description of field work, lab experiments, calculations, quantitative or qualitative data collection and analysis, theoretical/critical approaches to texts, archival research, artistic techniques, creative writing, choreography, or musical composition. Explain the tasks that you will perform to achieve your goals in terms that people outside your field can understand.

6. **Bibliography.** Include a bibliography in the format and style expected in your discipline (e.g., APA, MLA, Chicago Style) of all sources cited in your Project Proposal. You may add a list of Works Consulted if you wish to identify sources that helped you conceptualize your proposal but are not cited in it.

7. **Logistics and Timeline** (maximum 1 page, single-spaced). Provide the details of how you will carry out your proposed project, including:

   • Where you will conduct your work.
   • Accessibility of resources, equipment, etc. needed to do the proposed project.
   • Plans for you and your mentor to meet and work together at least twice a week during the summer.

   Write a reasonable and achievable timeline for your project, either in a week-by-week breakdown or in a narrative explanation of the stages of the work.

8. **Project Budget.** In order to defray costs that are directly related to doing the project, individual students are eligible for up to $300 for expenses. Please list specific expenses of your project and their current costs: supplies & equipment, books/texts, software, photocopies, travel to off-campus research sites (54 cents/mile or the cost of public transportation), etc. Explain the purpose of all expenses. Note that travel to and from campus or to meet with your mentor cannot be reimbursed.

   Enter the sum of the expenses at the bottom of the Project Budget page. If your budget exceeds the amount provided by the grant, please explain how the remainder will be funded.

9. **Transcript ("unofficial" copy):** Your WSU transcript is a record of courses you completed at WSU, your grades for each course, and any courses you transferred from another college/university. It also lists your current semester courses.

Questions? Concerns? Please contact Dr. Lamis Jarvinen (CURCA Director) for help and advice with your SSuRF Program Application.