



Summer Research Fellowships Proposal Guide

The Summer Research Fellowships are designed to support an immersive scholarly activity/original research experience during the summer for undergraduate students working with a faculty mentor. The fellowship is intended to create an opportunity for significant progress on a scholarly activity. Proposals for these grants are solicited in the spring semester and awarded for the summer with final activity reports due September 1.

The fellowship provides funding for a scholarship up to \$3,000 that can be used to cover summer tuition, plus up to an additional \$500 to be used for purchases that support the scholarly activity.

Recipients must enroll in at least 1 credit hour in a summer term. The scholarship will then be disbursed to the student via Financial Aid.

Eligibility and limitations:

- All ETSU students (not just Honors students) are eligible.
- A student may be awarded only one Summer Research Fellowship during their time at ETSU
- Only one award proposal per faculty mentor should be submitted per funding cycle
- Guidelines for eligible expenses are outlined in Appendix A.
- Priority will be given to students who have not previously received an URCA award and who do not have existing financial support for research/scholarly activity
- Priority will be given to rising seniors
- Funds cannot be used to purchase gift cards for research participants.

Proposal outline:

Please organize by these section headings:

Cover Sheet:

- Title of scholarly activity
- Student name and department
- Faculty mentor name and department
- Faculty mentor department chair
- Electronic and/or scanned and dated signatures from the student, the faculty mentor, and the faculty mentor's department chair
- Disclosure of any current financial support for this activity from other sources
- Completed Responsible Conduct of Research (RCR) checklist:



Does your study require any of the following special approval categories?	Yes/no	If yes, please include the following documentation:
Human subjects		Institutional Review Board approval letter
Working in a lab		Documentation of lab safety training
Animal use		Institutional Animal Care and Use Committee approval letter
Radioactive material		Biosafety committee approval letter
Select agents/pathogens		Biosafety committee approval letter
Recombinant DNA		Biosafety committee approval letter
Human cells/tissues		Biosafety committee approval letter

Statement of Intent: A one-page statement of intent written by the student in first person describing their preparation for the research/scholarly activity (such as coursework) and the impact of this activity on their education and career.

Description of Scholarly Activity: A two-page description of the scholarly activity including:

- Goal(s) of the research/scholarly activity including significance to the field. This may include specific research questions (or hypotheses) and details of the research/project design
- Role of the student in conducting the activity
- Anticipated practical application of findings/outcomes (written for an audience outside of your field)
- Plans for sharing findings/results/outcomes with the community (e.g. internal or disciplinary scholarly conference, journal publication, etc.)
- References/bibliography (no more than 5 references, does not count towards page limit)
- Rationale for budget item requests
- Workplan/timeline for completion (as it relates to feasibility and student involvement in the activity)

Student's resumé: Include a current resumé for the student that may be shared with university donors who sponsor the award.

Letter of Recommendation: Include a letter of recommendation from the faculty mentor.

Budget: Include a budget following the outline in Appendix A of this document.

RCR Documentation: Any required documentation of special approval categories related to responsible conduct of research per checklist on cover sheet.



Submission and review process

- Please submit a single PDF file through the online system InfoReady on the Office of Undergraduate Research and Creative Activities website:
- Proposals may be peer reviewed by selected faculty as a part of the selection process.

Timeline & responsibilities

- Award recipients will be announced around April 1.
- Recipients should contact the URCA Office Coordinator (Ms. Heidi Marsh marshh@etsu.edu) as soon as possible after award notification to arrange purchases outlined in the budget request. Funds must be spent by May 30th.
- Awardees should contact the URCA Office Coordinator (Ms. Heidi Marsh) as soon as possible to arrange a transfer of funds for the scholarship to Financial Aid. The scholarship funds are used when the student enrolls in at least 1 credit hour (such as Independent Study) for the summer. Residual funds from the scholarship will be disbursed to the student by Financial Aid.
- Projects should typically be complete by August 15. Awardees are to submit a report that summarizes the outcomes of the research/scholarly activity by September 3. Report guidelines will be included in award letters.
- Any publications or presentations made as a result of this funding should include an acknowledgment indicating that the work was supported by the ETSU Honors College and the Office of Research & Sponsored Programs.

The Summer Research Fellowship Program is administered by the Office of Undergraduate Research and Creative Activities with funds made available from the Honors College and the Office of Research & Sponsored Programs. Please send questions to Dr. Cerrone Foster, Interim Director, fosterc@etsu.edu



Appendix A. Budget Outline

Notes:

1. *Maximum award for research-related supplies is \$500*
2. *List all items over \$50 on a separate line along with shipping costs*
3. *Expenses not allowed include:*
 - *Travel to conferences (available via Travel Grant program)*
 - *Routine office supplies*
 - *Books, Subscriptions, Memberships*

Student Name:

Faculty Mentor Name:

Research/Scholarly Activity Title:

Date submitted:

Description	Unit cost per item	Shipping cost	Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			