



Proposal Guide for Summer Fellowships

I. Introduction

The Summer Fellowships are designed to support the scholarly activities of ETSU undergraduate students. Proposals for these grants are solicited once in the Spring semester and awarded for the Summer.

Summer research fellowships are given to support undergraduate students in major research projects in collaboration with a member of ETSU faculty. The intent is to create an opportunity for significant progress on a project. The Summer Research Fellowship program is administered by the Honors College.

Undergraduate students who plan to graduate in December 2021 or May 2022 are preferred for this program, although applications from rising juniors may be considered.

The Summer Fellowship program provides funding for student scholarships up to \$3,000, plus up to an additional \$500 to be used for purchases that support undergraduate research activity. A Fellowship recipient must enroll in at least 1 credit hour in a summer term. The scholarship will then be disbursed to the student via Financial Aid.

There are some purchases that are generally not supported.

- Funds cannot be used to purchase books or subscriptions.
- Funds cannot be used for travel to conferences. Travel Award Grants do support conference travel for undergraduate presentations during non-pandemic times.

II. Elements of the Proposal

A. *Cover Letter:*

- a. Title of project
- b. Name of the student
- c. Email of the student
- d. Name of the faculty mentor
- e. Email of the faculty mentor
- f. Department of the student's major

- B. *Statement of Intent:* A one-page personal statement of intent, written in the first person, that describes the student's preparation for the project (such as coursework) and the impact of the project for the student's education and career.



C. *Description of Research*: No more than three pages, please include:

1. goal(s) of the research including research questions (or hypothesis) and research design;
2. feasibility of the study (ability of the proposers to complete the work in the stated time frame);
3. role of the student;
4. relevance of the budget;
5. expected outcomes for the student;
6. how results will be shared in a broader context (e.g. the Boland Undergraduate Research Symposium or the Appalachian Student Research Forum).

D. *Bibliography*: If needed; does not count toward 3 page limit

E. *Short CV for the Faculty Mentor*: Not to exceed 3 pages.

F. *Two Letters of Recommendation*: One letter should be from the faculty mentor.

G. *Budget Sheet*: An excel spreadsheet is provided at the Fellowship website; an example is provided as an Appendix A. The Budget serves to enumerate each item or category for purchase that exceeds \$50¹, along with any shipping costs.

H. *Signature Page*: Digital or handwritten signatures are required of:

- the student,
- the faculty mentor,
- and the Department Chair.

Note that a student who's major resides in one Department but who pursues research under the direction of a faculty member in a different Department, it is the Chair for the supervisor's Department who should sign.

Please include the above items in the order as listed with headings.

¹ Here "item" could refer to a package. For example, a test tube may cost only \$1. But if the order is for a box of test tubes for \$100, is the set of test tubes that, being in excess of \$50, is considered an "item".



III. The Submission & Review Process

Please submit a single PDF file through the dynamic form on the Office of Undergraduate Research and Creative Activities website.

https://www.etsu.edu/honors/ug_research/funding/fellowships.php

Proposals will be peer reviewed by selected faculty to determine which proposals are funded. Note that reviewers are asked to comment on the suitability of the budget. The reviewers may suggest specific reductions, or increases, for proposed budgets. In such cases the Director may award a grant at a funding level that differs from the request, taking all or part of the suggested changes into account.

V. Awardee Responsibilities

Awardees should contact the Office Coordinator (Ms. Ruby Young) as soon as possible to arrange a transfer of funds for the scholarship to ETSU Financial Aid and to arrange for any purchases. 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.

If funds for supplies or research travel are requested, it is preferred that the funds be spent prior to the end of the Spring semester (i.e., by end of finals week). ETSU suspends the use of eBucs for purchases in May of each year. However, it may be possible to make some purchases via procurement card. The Fellowship recipient should contact Ms. Ruby Young as early as possible to make arrangements for any purchases.

Fellowship awardees are to submit a report (see report guide on the website). Note that projects are usually to be completed by August 15. The report is due by September 15 and can be emailed to the Director at paulust@etsu.edu.

If there are presentations from work funded by a Fellowship award, we request that an acknowledgement be included to indicate that the work was supported by the ETSU Honors College and the Office of Research & Sponsored Programs.

Please direct questions to Dr. Trena Paulus, Director, paulus@etsu.edu



Appendix: The Budget Sheet (Excel spreadsheet available on website)

Summer Fellowship Grant Budget

Student:
Faculty:
Project Title:

Instructions

1. List all items over \$50 separately
2. Expenses not allowed include:

*Travel to conferences
Routine office supplies
Books, Subscriptions, Memberships*

	Description	Justification	Unit Cost	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
			<i>Total</i>	<i>\$0.00</i>