

URCA Research Experiences for Undergraduates Fellowship Proposal Guide

URCA Research Experience for Undergraduates Fellowships are designed to support research experiences for undergraduate students during the summer after their sophomore year. Awards are intended to support multi-week summer experiences in which students will participate in research and/or gain research skills. Awardees will be ready and able to integrate those experiences and skills into their academic endeavors in their junior and senior years to help build their paths before and after graduation.

Proposals will be reviewed once during the academic year in the spring semester.

Funding can be applied toward participation in formal NSF REU programs, field schools, or other opportunities where students can gain experience in research programs. Students pursuing internships, fellowships, and other education opportunities will be eligible for funding if they have clear and explicit research projects, and have an academic advisor overseeing their program.

This award is a last dollar scholarship. Most NSF sponsored REUs, and many fellowships and internships, subsidize student involvement and may or may not include housing. Other expenditures are not included however.

The maximum award is \$5000.

Please note that funds are awarded as scholarships. As such, if students have any outstanding debts on their accounts, the scholarships will automatically be applied to that end. The office of Undergraduate Research has no control over this process.

Eligibility and limitations:

- Students should have completed two years at ETSU and have participated in research in some capacity during their first two years, or be recommended by a professor on the basis of their capacity to acquire relevant skills that might be applied toward a research project in their junior year.
- All ETSU students (not just Honors students) are eligible.
- Priority will be given to students who have not previously received an URCA award and who do not have existing research/scholarly activity support or funding.
- Only one award proposal per faculty mentor should be submitted each academic year.
- Funds not spent by the stated deadline will be reclaimed to be used for other awards.

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 with your proposal submission:
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 REU (such as coursework) and the impact of this activity on their education and career after graduation.

Description of Scholarly Activity: A two-page description of the scholarly activity, **written by the student, not just the faculty mentor**, including:

- Goal(s) of the research/scholarly activity including significance to the field. Students should identify the REU or program in which they plan on participating, articulate their role, and what they expect to learn in their program.
- Description of how this REU experience connects to, if not builds on previous research experiences
- Discussion of how they will use their experiences and skills in a research project upon returning to campus.
- 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
- Timeline for completion (showing that the experience is able to be completed with significant student involvement within the stated timeframe)

Evidence of acceptance: Include evidence of acceptance into an REU program

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 discussing the student's potential to do research

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 application 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. Note that reviewers or the Director may suggest reductions, or increases, for proposed budgets. In such cases the award may be at a funding level that differs from the request.

Timeline & responsibilities

- Awardees are to submit a report that summarizes the outcomes of the research/scholarly activity by September 15. Report guidelines will be included in award letters and are available on the URCA website.
- Any publications or presentations made as a result of this funding should include an acknowledgment indicating that the work was supported by the ETSU Office of Undergraduate Research and Creative Activities.
- Students must present the results of their work at Jay W. Boland Research Day in the spring following their participation.
- Students who receive these awards must provide a summary of their experience, any products that come from their activities, be willing to be available for promotional materials.
- Students who receive these awards must attend/engage workshops from the Prestigious Awards office.

The URCA Community Engagement Grant Program is administered by the Office of Undergraduate Research and Creative Activities with funds made available from the Honors College. Please send questions to the Director.

Appendix A. Budget Outline

Faculty Mentor Name:

Name of REU Program to which the Student has been Accepted:

Date Submitted:

Description and justification			Total
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			