



2023 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH PROGRAM GUIDELINES

The purpose of this program is to engage undergraduate students in professionally guided primary research, which will develop critical thinking, inquiry, and communication skills.

SPECIAL NOTE TO WOFFORD COLLEGE APPLICANTS:

If you are interested in pursuing a SCICU Undergraduate Student/Faculty Research grant, please contact the Director of the Office of Sponsored Faculty Research, Ann Jenks (jenksam@wofford.edu) as soon as possible. She will be able to provide guidance on the project budget and other application materials. The internal deadline to apply for SCICU is February 10, 2023.

Application/Eligibility:

The applying student(s) must be a full-time freshman, sophomore, or first-semester junior (will not graduate prior to February 2024) seeking their first undergraduate degree at the time of application. Only students enrolled at SCICU member institutions are eligible to apply. All academic majors are encouraged to apply.

The applying student(s) must be capable of completing all research by December 8, 2023 and presenting their research findings at the SCICU Research Symposium to be scheduled in the first quarter of 2024 (exact date and location to be announced).

The Chief Academic Officer of the student's institution must approve the proposal.

Qualifying Activity:

It is the responsibility of the faculty sponsor to ensure students understand that all work, including proposals, abstracts, oral, and poster presentations, submitted to SCICU must be free of plagiarism.

Students receiving academic credit for the research project are not eligible for grant funding. Funding will not be awarded to students registered for a thesis course during the grant period (March – December). Upon the completion of the research project a student is allowed to use their data for developing a research or honors thesis.

All proposals must be written by the student(s) with faculty sponsor oversight.

Research must be conducted by the student(s) with faculty sponsor guidance.

Any financial gain as a result of the processes or products developed by projects funded by SCICU becomes the exclusive property of SCICU or the donor, if specified.

Should any proposal submitted to SCICU require funds from other grant programs, the dependency should be noted as part of the proposal submitted to SCICU. If the proposal submitted to SCICU is selected for funding, funding from the other grant programs also must be received. If not, the SCICU award is invalid. Seeking additional funding from other sources after a proposal has been fully funded must be approved by SCICU.

Application Process (all of the following must accompany the application):

- I. Application – a separate application for each student involved in the research.
- II. A letter of recommendation for each student from the faculty sponsor.
- III. Faculty Sponsor Endorsement & Qualifications Form.
- IV. Student Activity and Responsibility Form, to be completed by student(s).
- V. If applicable, a letter of support from personnel at any off-site facility used in conducting the research must be included.
- VI. Proposal abstract (not to exceed 200 words) written by the student.
- VII. Narrative of proposed project (not exceed four pages). Narrative must include each of the following:
 - Rationale for proposed research
 - Relevant background literature
 - Research procedures to be employed
 - Specific means of evaluation of findings
 - Significance of the potential findings
 - Minimum of three primary literature sources, but no more than six references

As to writing style, assume the reader has little background in the specific topic. Explain the rationale for the proposed research clearly and explicitly. To the extent possible, avoid unnecessary professional or technical jargon. Each grant proposal must be focused, and evidence of preliminary work should be included to ensure that the research and its timetable are feasible.

Budget and Justification: The proposal must include an itemized budget and each item requires justification (see Budget Justification Form). *Faculty stipends are not allowed.* At the discretion of SCICU, maximums may be imposed on certain expenses.

The grant proposal and all required documentation must be professional in appearance. Submit material by no later than FEBRUARY 24, 2023 to:

E-MAIL: brenda@scicu.org

Mailing address: **Brenda Torrence
SCICU
P.O. Box 12007
Columbia, SC 29211**

Review & Selection:

Proposals will be evaluated by an inter-institutional faculty panel from SCICU member institutions. To ensure conformity to the program purposes, eligible proposals will be evaluated on the following criteria:

- (1) Research merit.
- (2) Educational benefit.

- (3) Appropriateness of the proposed method or approach. A well-developed, detailed methodology is required in the proposal. Be sure to include means of measurement and means of encoding data.
- (4) Capability of applicant to conduct the proposed activity and the faculty sponsor to support their efforts.
- (5) Appropriateness of the proposed budget

SCICU encourages broad participation by all member institutions. To talk with a review committee member or have a workshop at your institution, contact brenda@scicu.org.

Award notification will be provided to the faculty sponsor and the institution's Chief Academic Officer. All funds will be distributed to the Chief Academic Officer for disbursement as required.

Summary of Findings:

Student grant recipients are required to prepare and submit a one-page summary of their research findings to SCICU no later than January 26, 2024 (review the guidelines applicable to submission of one-page abstracts). Additionally, students are required to present their research findings at the SCICU Research Symposium in 2024 (date, time, and location to be announced – generally held in February). Faculty sponsors are also required to attend the Symposium. The SCICU Research Symposium is designed to enhance the student's communication skills and provide professional-level experiences presenting findings and answering questions. For oral presentation we encourage the use of PowerPoint or comparable technology. Oral presentations are allowed a maximum of ten minutes per proposal. In lieu of oral presentations, students may request to present their work in a research poster discussion session. Poster presentations will be permitted on a first come-first serve basis and will be limited to no more than ten. Poster template and guidelines are attached. Poster presenters are allotted a maximum of four minutes to provide an oral summary of their project and will remain with their project until all poster presentations are complete and for a Q&A session lasting approximately 15 – 20 minutes.

2023 Schedule:

Two progress reports (see due dates below) are to be submitted to the Chief Academic Officer at your institution. These reports are to be prepared by the faculty sponsor. The report should briefly summarize the student(s) progress and inform the Chief Academic Officer if the student is on track or if the student(s) is not on track to complete the project. If not on track, provide a detailed explanation of how the project can be completed within the grant cycle. The Chief Academic Officer is asked to forward the information or contingency plan to SCICU (brenda@scicu.org) immediately. If needed, the SCICU Evaluation Committee will discuss the circumstances and decide how to proceed.

- November 17, 2022 - 2023 "Call for Grant Requests" sent via e-mail to Chief Academic Officers
- February 24, 2023 - Deadline for submission of grant proposals to SCICU
- March 2023 - Evaluation team meets
- March 2023 - Awards announced and checks issued to member colleges
- June 30, 2023 - Progress report #1 to Chief Academic Officer
- September 1, 2023 - Progress report #2 to Chief Academic Officer
- December 8, 2023 - Research to conclude
- January 26, 2024 - One-page summary of research findings due to SCICU
- February 2024 - Research Symposium – Location, time, etc., to be determined

2023 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH APPLICATION
(COMPLETE A SEPARATE APPLICATION FOR EACH STUDENT INVOLVED IN THE PROJECT)

TITLE OF PROJECT: _____

COLLEGE: _____ PROJECT DATES: _____ / _____
BEGIN CONCLUDE

**IF THIS PROJECT IS FUNDED, PLEASE INDICATE YOUR SYMPOSIUM PRESENTATION PREFERENCE
(CHECK ONE): _____ ORAL _____ POSTER _____ NO PREFERENCE**

STUDENT'S INFORMATION

NAME: _____
(FIRST) (MIDDLE) (LAST)

STUDENT EMAIL: _____

TOTAL CREDIT HOURS COMPLETED AT TIME OF PROPOSAL SUBMISSION: _____

MAJOR: _____ CUMULATIVE GPA: _____

CLASSIFICATION (CIRCLE ONE): FRESHMAN SOPHOMORE JUNIOR

SIGNATURE OF STUDENT / DATE

FACULTY SPONSOR(S)

NAME: _____ DEPT: _____

RANK: _____ PHONE #: (____) _____

EMAIL: _____

SIGNATURE OF FACULTY SPONSOR / DATE

CHIEF ACADEMIC OFFICER

NAME: _____ PHONE #: (____) _____

EMAIL: _____

SIGNATURE OF CHIEF ACADEMIC OFFICER / DATE

(YOUR SIGNATURE INDICATES THAT THE RESEARCH UNDERTAKEN IN THIS PROJECT FULLY COMPLIES WITH YOUR INSTITUTION'S IRB & ANIMAL CARE POLICIES. IF APPLICABLE, APPROVAL LETTERS FOR IRB AND IACUC SHOULD BE INCLUDED IN THE APPLICATION PACKAGE)

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FACULTY SPONSOR ENDORSEMENT/QUALIFICATIONS FORM

(Approximately 500 characters per section)

1. How will you document student hours spent on the project, work performed by the student(s), and report the information to SCICU?

2. How will you support the student(s)?

3. What learning outcome(s)/goals do you expect your student(s) to achieve?

4. Please list your qualifications to support the project and the student(s) involved.

FACULTY SPONSOR SIGNATURE

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STUDENT ACTIVITY/RESPONSIBILITY FORM
(To be completed by the student/s involved in the research project.
Approximately 500 characters per section)

1. What are your qualifications to conduct the project?

2. What learning outcome(s)/goals do you hope to achieve?

SIGNATURE OF STUDENT(S)

**2023 SCICU STUDENT/FACULTY UNDERGRADUATE RESEARCH PROGRAM
BUDGET JUSTIFICATION FORM**

TOTAL BUDGET: \$ _____

EQUIPMENT \$ _____ Small equipment purchased with funds received through an SCICU grant becomes the property of the SCICU member institution and disposition will be at the discretion of the institution's Chief Academic Officer. Funds may be requested for specialized hardware or software additions to existing computers. Computers, tablets, and Smartphones will not be funded.

SUPPLIES \$ _____

TRAVEL \$ _____ Includes mileage, airfare, meals, and lodging while conducting research related to the SCICU funded project. Travel costs for student(s) and/or faculty sponsors to attend the SCICU Research Symposium or other professional conferences are not allowable expenses.

STUDENT STIPEND \$ _____ Student stipends will be funded at \$10.00 an hour. The student stipend should be based on the actual time working on the project. *Sponsoring faculty members are responsible for providing a detailed timetable justification for the estimated number of hours needed to complete the project and provide approximate dates for the span of time*

encompassing primary work involved. The maximum number of hours is 40 per week for a maximum of 10 weeks. No student stipend will be paid for work resulting in academic credit.

OTHER \$ _____ Indicate all other costs involved in the project
