

Eastern Michigan University
Undergraduate Research Stimulus Program (URSP)
Guidelines and Instructions

Purpose of Award: URSP is intended to facilitate research partnerships between undergraduate students and Eastern Michigan University faculty. The philosophy of the URSP program is guided by the *Council on Undergraduate Research* (CUR). CUR defines undergraduate research as:

"An inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline."

This definition of research clearly includes all scholarly and creative activity appropriate to any discipline of a University. Thus, the goals of URSP are to enrich the undergraduate academic experience by:

- promoting scholarly/creative opportunities for undergraduates;
- facilitating scholarly/creative collaborations between students and faculty;
- enhancing the student's knowledge of disciplinary skills;
- ensuring mutual benefit to both the student and the faculty member.

Student awardees will receive a \$2,200 stipend in support of their research efforts, which will be paid in a bi-weekly installments throughout the award period (the research will expend 10 of your allowed 29 hours per week to work a campus job). However, if progress on the project is deemed unsatisfactory by the faculty mentor, the remainder of the award may be withheld. Awardees should work with EMU's Office of Financial Aid to determine the potential impact of this award on any other forms of financial support or EMU employment. The collaborating faculty member may receive \$600 to be used for lab/studio supplies or equipment, professional travel, or other professional expenses. If the faculty mentor wishes to receive this additional funding, a **brief budget description must be provided**. Otherwise no additional funds will be awarded.

Submission Date:

- **November 1** for winter awards (January-April)
- **February 17** for summer awards (May-August) & fall awards (August - December)

Complete and submit your application via EMU's competition space, InfoReady (<https://emich.infoready4.com/>). Sign in with your EMU login. A total of 24 awards will be available. It is anticipated that eight awards will be awarded in the winter semester, and the remainder will be awarded in the summer and fall semesters.

Proposal Elements and Guidelines: Proposals that do not strictly adhere to the following guidelines will not be reviewed.

- Complete and submit the application form online, including your emich.edu email address. All correspondence and notifications regarding this award will be sent through this email address.
- Upload a proposal consisting of **no more than 3 single spaced pages** (excluding references, budget and faculty CV) with 1 inch margins and 12 pt font. The proposal should be organized into four sequential sections:

I. Proposed Research (to be written by the student with editorial assistance from the faculty mentor). This section should:

- Be written for a general audience since proposal reviewers are likely NOT experts in the proposal content area.
- Begin with brief background description of proposed research/creative activity
- Clearly articulate the goal or goals of project
- Describe the originality and significance of project goals
- Very briefly outline methodology for accomplishing goals with particular attention to ethical use of human subjects, if applicable.
- Be between 1.5-2 pages.
- Contain literature citations where appropriate. The reference list should be provided at the end of the proposal (after the timeline) and does not count toward the page limit.

II. Expectations for student and faculty mentor: (to be written by faculty mentor in consultation with the student) This section should:

- List specific expectations of student such as expected hours per week in lab, studio, library, expected specific skills to be mastered, expectations for participation in research meetings, preparation of materials for dissemination, etc.
- List specific expectations for faculty mentor such as direct supervision, weekly meetings, editorial work, training, feedback on project milestones, etc.

III. Learning Outcomes: (to be written by faculty mentor in consultation with the student) This section should:

- Describe the learning outcomes for the student. What should the student learn from carrying out the expected tasks listed in the previous section?
- Describe the approach for monitoring progress toward achievement of those outcomes (e.g., providing feedback to student at selected project milestones and on a capstone project such as a report, presentation, etc.)

IV. Project Timeline: the major milestones of the project should be identified with estimated completion dates; the timeline should include any additional university requirements needed to initiate the research, e.g., human subjects approval.

See the scoring rubric for more details on how each section will be evaluated.

Other Guidelines and Proposal Requirements:

1. *No more than one proposal per student or faculty mentor will be accepted.*
2. *Fellowships are non-renewable.* Only one award for any one student/faculty team will be made.
3. *Student declared major* - Students must have a declared major and faculty mentor identified for the URSP application, and must not have graduated before the end of the award period.
4. *Mentor CV* - Faculty mentors must attach no more than a three-page CV to the URSP application; the CV should be limited to those activities that clearly demonstrate the faculty member's expertise in the project being proposed. In addition, the CV should highlight those activities that show the faculty mentor's dedication to collaborative projects with undergraduates.
5. *Non-expendable research materials* - Materials and equipment acquired with funds provided under this program become the property of EMU.
6. *Student participation requirements* – Fall & Winter semester awards require students to be enrolled in a minimum of 6 credits. Summers award requires a minimum of 6 credits for summer **or** an *Intent to Enroll* form on file (this step only needs to be completed if you receive the award). The form should indicate the student will enroll in a minimum of 6 credit hours in the following fall semester.

In accepting funding for a proposal, the student agrees to: submit a final report (2 pages maximum) outlining their effort, achievements, and skill acquisition from the research collaboration to the Graduate School (attention of Associate Provost & AVP for Graduate Studies and Research). The deadline for receipt of these reports is within one month after the end of the award, and should be reviewed and signed by the faculty mentor. Faculty and students with overdue reports are ineligible for further URSP and other Internal Research awards.

We are requesting that, in addition to the brief technical report described above, the student and faculty mentor provide us with a "nugget" describing the award experience. A nugget is a one-page PowerPoint slide that should briefly outline, in layperson's terms, the outcomes of the project as well as what receiving the award meant to the student professionally and personally. We'd also like the awardee to paste in a picture or two and/or a graphic that illustrates

his/her project. We are requesting these so that we can do a better job of illustrating the exciting work our undergraduates do in collaboration with EMU faculty to the campus and the community. Please submit both your and nugget and final report in electronic format to the Graduate School via email to internalresearchawards@emich.edu.

7. *Adherence to proposal guidelines* – Because of the intense competition for a limited number of awards, only those proposals that absolutely adhere to the guidelines regarding proposal sections, page length, student authorship and mentor CVs will be considered.

8. *Mentor budget* – Mentors can be awarded up to \$600 in support of the proposed project. To receive this additional funding, a brief budget must accompany the proposal (no more than half a page in length).

Additional Information:

- The Undergraduate Research, Scholarship, and Creative Activity Advisory Committee and ORDA will assist with evaluation and tracking of proposals and awards.
- Collaborative proposals involving teams of students are encouraged and should be submitted as a single proposal. In cases where these proposals are funded, a single award will be shared among the group.

Additional questions should be directed to the Associate Provost and Associate Vice President of Graduate Studies and Research (734-487-0042). In addition, please refer to the URSP web page at:

<https://www.emich.edu/research/development/funding/research-stimulus.php>

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