



Specific Note to Furman Applicants

Please indicate in advance your intention to submit a SCICU application to Dr. Erik Ching, Director of Undergraduate Research, and then direct any questions to him during the application process: erik.ching@furman.edu, 864-294-2119, Trone 209-L, or Furman Hall 200-i.

Monday, February 11, 2019 5:00 p.m.: Furman's internal deadline for applications. Please send an electronic copy of the application as a Word doc emailed to Bri Pochard in the Office of Grants and Research Administration--cc Erik Ching. Do not include signatures at this time, only the completed application.

Friday, February 15, 2019: After reviewing applications, Bri Pochard returns them with any requests for edits or changes.

Thursday February 21, 2019, 5:00 p.m.: Applicants return edited applications with required student and faculty signatures (not including the Dean's) as a pdf document to Bri Pochard via email—cc Erik Ching. Also included in this email will be the requisite letters of recommendation on Furman letterhead, signed, also as a pdf.

Tuesday February 26, 2019: After acquiring the requisite signature and approval from the Dean of Faculty, Furman's Office of Grants and Research Administration Fed Ex's all completed applications to the SCICU office to meet Feb. 28 deadline.

GUIDELINES for the 2019 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH PROGRAM

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

Application/Eligibility:

To be eligible, the applying student(s) must be a full-time freshman, sophomore or first-semester junior (will not graduate prior to February 2020) 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 9, 2019 and presenting their research findings at the SCICU Research Symposium to be scheduled in the first quarter of 2020 (exact date and location to be announced).

The **Academic Dean** of the student's institution must approve the proposal.

Qualifying Activity:

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 oversight.

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

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 – please complete a separate application for each student involved in the research
- II. A letter of recommendation for each student
- III. Faculty Member Endorsement & Qualifications Form. Letters of support from other off-site key personnel must be included
- IV. Student Activity and Responsibility Form, to be completed by student(s)
- V. Proposal abstract (not to exceed 200 words)
- VI. 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 your specific topic. Explain your 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: Your 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.

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. Be sure to include means of measurement and means of encoding data.**
- (4) Capability of applicant and/or faculty sponsor to conduct the proposed activity
- (5) Appropriateness of the proposed budget

SCICU reserves the right to act to ensure broad participation by its member institutions.

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

Summary of Findings:

Student grant recipients are required to prepare and submit a one-page abstract (summary) of their research findings to SCICU by no later than January 29, 2020. In addition, students are required to present their research findings at the SCICU Research Symposium (date, time and location to be announced). Sponsoring faculty members are also required to attend the Symposium. The SCICU Research Symposium is designed to enhance the student's presentation skills and critical thinking. 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 limited to no more than a total of 10. Poster template and guidelines are attached. Poster presenters are allotted a maximum of four minutes to provide an oral summary of their project and are to remain with their project until all poster presentations are complete. Following the completion of the poster presentations, there will be a Q&A session lasting approximately 15 – 20 minutes.**

2019 Schedule:

November 20, 2018	-	2019 "Call for Grant Requests" sent via e-mail
February 11, 2019	-	Furman's first internal deadline—see above
February 21, 2019	-	Furman's second internal deadline—see above
February 28, 2019	-	SCICU deadline for Furman to have sent final applications to Columbia
March 2019	-	SCICU evaluation team meets
March 2019	-	SCICU announces awards and issues checks to member colleges
December 9, 2019	-	Research to conclude
January 29, 2020	-	One-page abstract of research findings due to SCICU
February 2020	-	SCICU Research Symposium (date, time & location TBA)

Revised: November 15, 2018