# FURMAN UNIVERSITY

**2020 Summer Research Fellows Application Guidelines**

rev. 01/31/2020

**Faculty Submission Deadline: Friday, February 7, 2020**

**Student Submission Deadline: Friday, February 21, 2020—see below**

## The application is available at: <https://www.furman.edu/undergraduate-research/>

**PROGRAM DEFINITION:**The Summer Research Fellows program offers students the opportunity to work as collaborative partners with a faculty mentor on research or creative projects. The projects must have scholarly merit (as appropriate to the respective discipline), usefully engage the Research Fellow as an integral part of the project, and be likely to result in presentations and/or publications.

Projects will involve a minimum of 8 weeks of full-time participation. The goal of the Fellows program is to provide students with a meaningful high-impact engaged-learning experience. If a faculty member needs an assistant to complete tasks, but does not intend to incorporate the student into the project as a collaborative partner, then the Fellows program is not appropriate, and the faculty member should look elsewhere for support, e.g. RPG or other departmental or university sources.

The successful student applicant will receive a $3,500 fellowship payment and will be eligible for the Furman Summer Fellow $500 summer housing rate, contingent on the student submitting an application to the Office of Housing and Residence Life by its deadline—April 5, 2020 [the summer housing application portal opens January 13, 2020]. Please note: the discounted rate does not apply to housing in May if the student enrolls in a May X course prior to beginning the summer research project.

Faculty mentors are reminded that students can apply for funding from the South Carolina Independent Colleges and Universities (SCICU) in any discipline--more information appears below. Additionally, the UR Office has funding available to support students traveling to professional meetings/conferences to present the results of their research or creative activity.

If a faculty member proposes a student applicant(s), then the UR Office assumes that s/he indeed wants to work with that student and thus it will do everything it can to support that endeavor and to secure necessary funding. Faculty should vet their prospective Fellows in advance.

**ELIGIBILITY:**Full-time tenured or tenure-track faculty and Lecturers at the 4/5 level or above in any academic department are eligible to apply. Lecturers below the 4/5 level will be considered on a case-by-case basis in consultation with the relevant department chair, the Director of Undergraduate Research and the Associate Provost for Engaged Learning. Any returning student who will be enrolled at Furman full-time in Fall 2020 is eligible to apply; the program cannot support students who will graduate in May 2020. Any questions concerning the type of projects funded or the eligibility of a student should be directed to the Director of Undergraduate Research, Dr. Erik Ching [(erik.ching@furman.edu;](mailto:(erik.ching@furman.edu;%20) 294-2119). Faculty who are making their first application for a Summer Fellow are particularly encouraged to contact Erik Ching to discuss the application process.

**CHANGES TO THE 2020 APPLICATION**

* The UR Office is transitioning its 2020 application to Salesforce. The application itself will look and function much the same as in the past, with one significant change. Students do not have independent access to an application. Instead, they will receive a link via email to a prepopulated application that will be unique to them only after the faculty mentor submits her/his application. Thus, faculty mentors must submit their application by February 7th, which will give students two weeks to complete their application by February 21.
* In 2019, the UR Office implemented a three-year pre-approval process for mentors. Any mentor who was approved in 2019 will only need to complete a short form. Faculty applicants not approved in 2019 will complete a long form. Every student will complete a full application each year.
* Applications in Salesforce cannot be saved in progress. So for faculty completing the long form and for students, WORD documents containing the questions are provided in the application and on the UR website. These documents allow applicants to draft and save responses separately and then paste them into the application. To complete an application, faculty mentors need the prospective student(s) ID.

**CRITERIA FOR EVALUATION:**The Office of Undergraduate Research seeks to support as many proposals that meet its minimum high standards as budgeting allows. To that end, the Summer Fellows Review Committee (composed of faculty from various disciplines across the campus) will use the following criteria, not necessarily in this order, as the basis for awarding Fellowships.

1. The quality and clarity of the student’s application. The student application should demonstrate that he/she possesses a clear understanding of the project, the accompanying expectations and obligations, and the intended outcomes. The UR Office recognizes that some student applications may lack clarity initially. It is expected that in time and in correspondence with the review committee and/or the Director of Undergraduate Research, the student will provide satisfactory responses to the application questions.
2. Evidence of the faculty mentor’s intention to integrate the mentee(s) in a collaborative way, with both student and faculty significantly and meaningfully involved in the project. An aspect of this criterion will be evidence of the faculty member’s understanding of High-Impact Practices and her/his ability to facilitate immersive experiences for their students, as measured longitudinally, in part through student surveys and self-reflection responses. An additional criterion will be evidence of the faculty mentor’s ability to see projects through to successful completion, meaning encouraging her/his students to complete any associated Summer Fellows requirements, to present on Furman Engaged! day, and ideally to present at professional conferences or publish beyond Furman.
3. Lack of available funding for a Research Fellow from other sources; the number of Fellows being requested by an individual faculty mentor; and the mentor’s department of origin—historically underrepresented departments may be favored. All other factors being equal, untenured tenure-track faculty members will receive preference.
4. Quality of the research/creative project proposed. The committee looks to support projects that have scholarly merit and that are likely to result in presentations or publications.

## FURTHER GUIDELINES:

1. Faculty working with Research Fellows must commit themselves to work on the project during the period of the fellowship and to supervise the fellow adequately. Faculty may teach summer school or engage in other professional activities during the fellowship period provided that such activities do not interfere with the supervision of the Fellow or inhibit the progress of the project. While quality mentoring can occur remotely, it is expected that the faculty member will meet with their Fellow(s) regularly throughout the summer. Faculty mentors will need to meet with their prospective Fellow(s) during the application process to guide them on their responses.

2. The fellowship entails a minimum of eight weeks of full-time work or its equivalent. The actual work schedule is developed at the discretion of the mentor and the Fellow(s). If a student is enrolled in a May X course, then the eight weeks of full-time work will begin after the end of May X. Students not enrolled in May X may begin their project in May. Students are not eligible for the Furman Summer Fellow housing rate during May if they are enrolled in a May X course.Fellows ordinarily do not hold other jobs or enroll in summer courses during the period of the Fellowship. Exceptions must be approved by the faculty mentor in collaboration with the Director of Undergraduate Research. [For the students’ convenience, here is a link to the self-service portal that can be used to complete housing-related applications and check housing assignments: <https://furman.datacenter.adirondacksolutions.com/furman_THDSS_PROD>]

3. Generally, a faculty mentor will work with one student mentee. However, faculty may apply for more than one Fellow, or two faculty members may share a Fellow if their research project warrants such arrangements. As for the latter, any such possibilities should be brought to the attention of the Director of Undergraduate Research.

4. Research Fellows may spend some or all of the research period at an off-campus location if off-campus work is necessary and if adequate supervision by the Furman mentor can be provided. Students may apply for funding to support a summer research/creative project at another institution under the direction of a non-Furman faculty member, but those students are defined as “Research Interns,” and they apply for fellowship funding through Furman’s Internship Office. Please see the UR website for more information on this option.

5. All work involving the use of human subjects or animals must obtain approval from the appropriate review board. Faculty often desire to involve students in this review process. If so, please be aware that all Institutional Review Board proposals (exempt, expedited, or full review) are due to our IRB administrator Brianne Pochard ([brianne.pochard@furman.edu](mailto:brianne.pochard@furman.edu)) by the appropriate deadline: April 24th (for projects beginning in May) or May 15th (for projects beginning in June). \*The final IRB submission deadline for research in summer 2020 is June 8th. In order to facilitate IRB committee review, you must take these deadlines into account in planning summer research projects. Please contact Brianne with any questions.

6. Research Fellows will be required to complete pre- and post-assessments, self-reflection surveys and/or essays that will be described to the students and their mentors by the Office of Undergraduate Research. Each recipient of a Summer Fellowship is expected to present on their experience at Furman Engaged! Day on Tuesday April 13, 2021. Failure to meet these expectations may impact future funding awarded by the Office of Undergraduate Research, including fellowships and conference travel.

7. Faculty members who mentor Summer Research Fellows projects through the UR office during the summer will receive a stipend of $1500 for the first fellow (increased from $1250 in 2019) and $250 for each additional Fellow. Additionally, faculty mentors may request up to $250 in expenses for each Fellow that relates directly to the Fellow’s project. Faculty travel expenses are not coverable. Any questions on acceptable expenditures should be directed to the Director of Undergraduate Research, Erik Ching.

8. Faculty and students are encouraged to consider applying for SCICU collaborative student/faculty research grants. SCICU will covers stipends, although only partially. Most notably, the SCICU fellowship can cover research related travel, and a higher material/supply budget. SCICU applications are posted on the UR website. Applications are in February 2020—specific dates appear on the application. SCICU applications are student led, however faculty mentors must contact the Director of Undergraduate Research in advance about a prospective application.

9. The Office of Undergraduate Research is open to recognizing unpaid or volunteer Research Fellows. They may qualify for the Furman Summer Fellow housing rate if they meet the minimum requirement of working full-time for a minimum of 8 weeks. Please contact the Director of Undergraduate Research to discuss this possibility.

10. TFA-002. Students holding a Summer Research Fellowship are eligible to enroll in the zero-credit TFA-002 course, Summer Undergraduate Research, which allows them to transcript their summer research experience at no additional registration cost. Registration guidelines are available on the UR website and will be provided to each Fellow during contract signing meetings in the spring. A Fellow cannot enroll in the TFA course if s/he is simultaneously applying any other credit-bearing research course to the summer research project.