THE 2021 APPLICATION
- Located at: https://www.furman.edu/undergraduate-research/. Please read the remainder of these guidelines before submitting.

- Faculty members complete their application first and identify their prospective Fellow(s) with a Furman email address and a Furman student ID. The students will receive an email with their application link contained therein. The faculty application is due Friday February 26th, 2021 and student applications are due two weeks later, Friday March 12th, 2021.

- In 2019, the UR Office implemented a three-year pre-approval process for faculty mentors. Any mentor who was approved in 2019 or in 2020 will only need to complete a short form. Faculty applicants not approved in either 2019 or 2020 will complete a longer form. Every student will complete the same application.

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 (i.e. 320 hours for the summer). 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 that do not incorporate the student into the project as a collaborative partner, then the faculty member should seek support elsewhere, 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 Fellows summer housing rate, contingent on the student submitting an application to the Office of Housing and Residence Life by its deadline—usually the first week of April, with the application portal normally opening in the mid January. Due to the uncertainties associated with the COVID-19 pandemic, the Office of Housing has yet to announce its deadline. Monitor the Housing website for updates: https://www.furman.edu/campus-life/housing-residence-life/ [Please note: the housing rate for summer fellows does not apply to the housing cost 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 presenting at professional meetings/conferences, either virtually, or in-person (when permitted) in the year following Summer 2021.

If faculty members propose student applicant(s), then the UR Office assumes that they indeed want to work with them and thus it will do everything it can to support that endeavor and to secure necessary funding. Thus, faculty members should vet their prospective Fellows in advance.
COVID-19 UPDATE: At the time of this writing (12/01/2020), we face many uncertainties due to the ongoing pandemic. We do not know if in-person mentoring will be possible in summer 2021, or if students will be allowed to live on campus during May/Summer. Presumably, if Furman successfully completes Spring term 2021 with students on campus, and with in-person/hybrid teaching, then in-person mentoring and students living on campus in Summer 2021 will be possible. Regardless of whether in-person mentoring is allowed, faculty members who wish to mentor summer research fellows virtually are eligible for summer fellows funding. Individual advisors are not obligated to provide a virtual research option. Departments, however, that require a summer research experience must accommodate requests for virtual participation.

Communication is the key. In the absence of knowable information, and with no timeline as to when decisions will be made, faculty mentors should communicate their evolving plans for Summer 2021 as clearly and as often as possible with their prospective mentees so that the latter can make informed decisions about their summer schedules.

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 2021 is eligible to apply (this includes students who will take a leave of absence in the Fall); the program cannot support students who will graduate in May 2021. 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; 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.

CRITERIA FOR EVALUATION:
The Office of Undergraduate Research seeks to support as many proposals that meet its minimum high standards as budgeting allows. At present, we expect to have sufficient budgeting to support any application that meets the committee’s approval. 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 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 by the application deadline due to their faculty mentor; in such cases, the mentor should reach out to the Director of Undergraduate Research, erik.ching@furman.edu.

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 the 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 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—
3. 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.

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 should begin after the end of May X—request for exemptions should be directed to the Director of Undergraduate Research. 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.

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) by the appropriate deadline: April 23rd (for projects beginning in May) or May 14th (for projects beginning in June). *The final IRB submission deadline for research in summer 2020 is June 7th. Please note—until Furman Covid restrictions are lifted, all research activities that involve human subjects that have to be conducted in-person have to be approved by the Public Health and Safety Advisory Committee before an IRB application is reviewed. Research involving human subjects that can be done remotely/virtually can be submitted for review and approval. Please contact Brianne with any questions.

6. Research Fellows will be required to complete pre- and post-experience surveys, and a self-reflection writing exercise. Each recipient of a Summer Fellowship is expected to present on their experience at Furman Engaged! Day in April, 2022—specific date tbd. If a student cannot present at Furman Engaged due to a Furman-sponsored conflict (e.g. participation on a study-away program), the student should inform the Office of Undergraduate Research, which may arrange for an alternative presentation in Fall 2021.

7. Faculty members who mentor Summer Research Fellows through the UR office 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 welcome to apply for SCICU collaborative student/faculty research grants. SCICU will cover student stipends, although only partially, and no faculty stipends—which are still paid by Furman’s Office of Undergraduate Research. Most notably, the SCICU fellowship can cover costs Furman’s Summer Fellows Program cannot, including research related travel, and a higher material/supply budget. Thus, students and faculty working on projects that have these enhanced needs beyond the student fellowship payment are strongly encouraged to consider submitting an application to SCICU. Applications are usually due in February—specific dates will be found on the application that will be posted on the UR website. SCICU applications are student initiated, however faculty mentors should contact Furman’s 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.