

**FURMAN UNIVERSITY**  
**2022 Summer Research Fellows Application Guidelines**

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rev. 11/05/2021

**Faculty Submission Deadline: Friday, February 25, 2022**  
**Student Submission Deadline: Friday, March 18, 2022**

**THE 2022 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 then receive an email with their application link. The faculty application is due Friday February 25<sup>th</sup>, 2022 and student applications are due three weeks later, Friday March 18<sup>th</sup>, 2022.
- In 2019, the UR Office implemented a three-year pre-approval process for faculty mentors. Any mentor who was approved in 2019, 2020 or 2021 will need to complete a short form. Faculty applicants not approved in those three years will complete a longer form with a section devoted to the definition of High-Impact Practices. 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 projects or creative activities. The experience must have scholarly merit (as appropriate to the respective discipline), usefully engage the Research Fellow as an integral part of the project, and have the potential 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—the portal for summer 2022 opens Jan 31st and closes April 1st. The Housing and Residence Life Summer housing page can be found here:

<https://www.furman.edu/campus-life/housing-residence-life/apply-housing/summer-residents/>

[Please note: the housing rate for summer fellows does not apply to May if the student enrolls in a May X course that does not have prior approval bet. the academic dept. in question and the Office of Undergraduate Research. If a Research Fellow takes a May X course, the research project should not begin until the completion of that course. Students should not take summer courses simultaneous with their Fellowship—see below for more.

Faculty mentors are reminded that students can apply for funding from the South Carolina Independent Colleges and Universities (SCICU) in any discipline--more information below.

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 their fellowship.

When faculty members propose student applicant(s), the UR Office assumes that they indeed want to work with them. Subsequently, the UR Office will do everything it can to support that request and to secure necessary funding. Thus, faculty members should vet their prospective Fellows before submitting their names to the UR Office.

**COVID-19 UPDATE:** At the time of this writing (November, 2021), we continue to face uncertainties due to the ongoing pandemic. We can assume that if Furman continues with in-person instruction through Spring 2022, then we will be able to have in-person mentoring and students living on campus in Summer 2022. Regardless of whether in-person mentoring is allowed, faculty members who wish to mentor summer research fellows virtually remain eligible for summer fellows funding. Individual mentors are not obligated to provide a virtual research option at a student's request. However, departments that require a summer research experience should accommodate student requests for virtual participation.

Communication is the key. In the absence of certainty, faculty mentors should communicate their evolving plans for Summer 2022 as clearly and as often as possible with their prospective mentees so that the latter can make informed decisions about their summer plans.

### **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 2022 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 2022. 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); 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](mailto: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—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—unless the course has been preapproved by the academic department in question and the Office of Undergraduate Research. 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. Furthermore, students may apply for funding to support a summer research/creative project at another institution under the direction of a non-Furman faculty member. Those students are defined as “Research Interns,” and they may apply for 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 22, 2022 (for projects beginning in May) or May 13, 2022 (for projects beginning in June). \*The final IRB submission deadline for research in summer 2022 is June 3rd. Please note-- we are accepting, reviewing and approving in-person data collection as long as Furman Focused protocols are followed. You can find guidance on those protocols here: <https://www.furman.edu/furman-focused/health-resources/masking-distancing-guidelines/> and <https://www.furman.edu/furman-focused/fall-2021/>. You will need to document in the IRB application how you plan to follow Furman’s safety protocols. Research involving human subjects that can be done remotely/virtually do not need to include this information. 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, 2023—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 2022. Failure to meet these requirements will disqualify the student for

future funding from the Center for Engaged Learning.

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 agreement-form signing meetings in April. 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.