FURMAN UNIVERSITY | OFFICE OF UNDERGRADUATE RESEARCH

2027-2028 SCICU Undergraduate Student/Faculty Research Program

Specific Guidelines for Furman Applicants

Application Due to Furman: Friday, February 12, 2027, 5:00 p.m.

Signed Application and Recommendation Letters Due: Wednesday, February 24, 2027, 5:00 p.m.

BEFORE YOU APPLY

Prior to applying, please contact Dr. Chris Alvin, Director of Undergraduate Research (chris.alvin@furman.edu; 864-294-2269; Trone 209-M).

As a reminder, this fellowship is **student-driven**: the students author their application in consultation with their faculty mentor.

Both the student and the mentor are required to attend the SCICU symposium in February 2028. Failure of either to attend risks SCICU's willingness to accept future Furman applications.

FURMAN'S INTERNAL APPLICATION DEADLINES

Date and Time	Step
Friday, February 12, 2027 5:00 p.m.	**Furman's internal deadline for applications.** Email an electronic copy of the application as a Word document to Bri Pochard (brianne.pochard@furman.edu) in the Office of Grants and Research Administration (cc Chris Alvin). Do not include signatures at this time, only the completed application.
Friday, February 19, 2027	After reviewing applications, Bri Pochard returns them with any requests for edits or changes.
Wednesday, February 24, 2027 5:00 p.m.	**Applicants return edited applications** with required student and faculty signatures (not including the Dean's) as a PDF to Bri Pochard via email (cc Chris Alvin). Also include in this email the requisite letters of recommendation on Furman letterhead, signed, also as a PDF.
Friday, February 26 or Monday, March 1, 2027	After acquiring the requisite signature and approval from the Dean of Faculty, Furman's Office of Grants and Research Administration FedExes and/or emails all completed applications to the SCICU office to meet its Tuesday, March 2 deadline.

SOUTH CAROLINA INDEPENDENT COLLEGES & UNIVERSITIES

2027-2028 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH PROGRAM GUIDELINES

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

Application/Eligibility:

The applying student(s) must be a full-time freshman, sophomore, or first-semester junior (will not graduate prior to February 2028) 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 3, 2027 and presenting their research findings at the SCICU Research Symposium to be scheduled for the first quarter of 2028 (exact date and location to be announced).

The Chief Academic Officer of the student's institution must approve the proposal.

Qualifying Activity:

It is the responsibility of the faculty sponsor to ensure students understand that all work, including proposals, abstracts, oral, and poster presentations, submitted to SCICU must be free of plagiarism.

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 sponsor oversight.

Research must be conducted by the student/s with faculty sponsor guidance.

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 and be received by the deadline):

I. Application – a separate application for each student involved in the research.
II. A letter of recommendation for each student from the faculty sponsor.
III. Faculty Sponsor Endorsement & Qualifications Form for each student.
IV. Student Activity and Responsibility Form, to be completed by each student.
V. If applicable, a letter of support from personnel at any off-site facility used in conducting the research must be included.
VI. Proposal abstract (not to exceed 200 words) written by the student(s). For group projects, only submit one proposal.
VII. Narrative of proposed project (not to exceed four pages). For group projects, only submit one narrative. 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 the specific topic. Explain the 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: The proposal must include an itemized budget and each item requires justification (see Budget Justification Form). At the discretion of SCICU, maximums may be imposed on certain expenses. **While faculty stipends are not permitted to be drawn from grant funding, the faculty sponsor of each funded project will receive a $250 professional development grant from SCICU (limit one per faculty member).** Be specific in your budget breakdown. Budgets are more likely to be reduced if there is not a clear justification for each expense. While each student working on the same project must submit their own application, the budget should reflect the **combined total cost for the entire project**, rather than a separate budget for each student.

The grant proposal and all required documentation must be professional in appearance.
Submit the proposal and all documentation by no later than Tuesday, March 2, 2027 to:
E-MAIL: ashleigh@scicu.org. You should receive confirmation that your proposal was received by our office within 3 business days. If you do not receive confirmation, please contact Ashleigh Hohmann at 803-799-7122 Ext. 2.

Review & Selection:

Proposals will be evaluated by an inter-institutional faculty panel from SCICU member institutions. To ensure conformity with 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 in the proposal. Be sure to include means of measurement and means of encoding data.
(4) Capability of applicant to conduct the proposed activity and the faculty sponsor to support their efforts.
(5) Appropriateness of the proposed budget

SCICU encourages broad participation by all member institutions.

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

Summary of Findings:

Student grant recipients are required to prepare and submit a one-page summary of their research findings to SCICU no later than January 26, 2028 (review the guidelines applicable to submission of one-page abstracts). Additionally, students are required to present their research findings at the SCICU Research Symposium in 2028 (date, time, and location to be announced – generally held in February). Faculty sponsors are also required to attend the Symposium. The SCICU Research Symposium is designed to enhance the student's communication skills and provide professional-level experiences presenting findings and answering questions. For oral presentations we encourage the use of PowerPoint or comparable technology. Oral presenters are allowed a maximum of ten minutes per proposal. In lieu of oral presentations, if the number of proposals funded warrants allowing poster presentations, SCICU will notify faculty sponsors and students. The student will then be able to request to present their work in a research poster discussion session. If permitted, poster presentations will be permitted on a first-come-first serve basis and will be limited to a maximum of ten. Poster template and guidelines will be provided. Poster presenters will be allotted a maximum of five minutes to provide an oral summary of their project and will remain with their project until all poster presentations are complete and for a Q&A session lasting approximately 15 – 20 minutes.

2027-2028 Schedule:

Two progress reports (see due dates below) are to be submitted to the Chief Academic Officer at your institution and to SCICU. These reports are to be prepared by the faculty sponsor. The report should briefly summarize the student(s) progress and inform the Chief Academic Officer and SCICU if the student is on track or if the student(s) is not on track to complete the project. If not on track, provide a detailed explanation of how the project can be completed within the grant cycle. The Chief Academic Officer is asked to forward the information or contingency plan to SCICU (ashleigh@scicu.org) immediately. If needed, the SCICU Evaluation Committee will discuss the circumstances and decide how to proceed.

November 9, 2026 - "Call for Grant Requests" sent via e-mail to all SCICU Chief Academic Officers
March 2, 2027 - Deadline for submission of grant proposals to SCICU
March 2027- Evaluation team to meet
April 2027- Awards announced and checks issued
June 25, 2027 - Progress report #1 to Chief Academic Officer & to SCICU
September 8, 2027 - Progress report #2 to Chief Academic Officer & to SCICU
December 3, 2027 - Research to conclude
January 26, 2028 - One-page summary of research findings due to SCICU
February 4, 2028- PowerPoint presentations due to gmoss@mosstechnology.com
February 2028 - Research Symposium – Milliken & Company, Spartanburg, SC

2027-2028 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH APPLICATION

(COMPLETE A SEPARATE APPLICATION FOR EACH STUDENT INVOLVED IN THE PROJECT)

TITLE OF PROJECT: _____

_____

COLLEGE: _____ **PROJECT DATES:** _____ /_____
BEGIN CONCLUDE

IF THIS PROJECT IS FUNDED, PLEASE INDICATE YOUR SYMPOSIUM PRESENTATION PREFERENCE (CHECK ONE): ORAL/POWERPOINT ORAL/POSTER IF ALLOWED- MAX. OF 10

STUDENT'S INFORMATION

NAME: _____ _____ _____
(FIRST) (MIDDLE) (LAST

STUDENT EMAIL: _____

TOTAL CREDIT HOURS COMPLETED AT TIME OF PROPOSAL SUBMISSION: _____

MAJOR: _____ **CUMULATIVE GPA:** _____

CLASSIFICATION (CHECK ONE): FRESHMAN SOPHOMORE JUNIOR

_____
SIGNATURE OF STUDENT / DATE

FACULTY SPONSOR(S)

NAME: _____ **DEPT:** _____

RANK: _____ **PHONE #: (_____)** _____

EMAIL: _____

_____
SIGANTURE OF FACULTY SPONSOR / DATE

CHIEF ACADEMIC OFFICER

NAME: _____ **PHONE #: (_____)** _____

EMAIL: _____

_____
SIGNATURE OF CHIEF ACADEMIC OFFICER / DATE

(YOUR SIGNATURE INDICATES THAT THE RESEARCH UNDERTAKEN IN THIS PROJECT FULLY COMPLIES WITH YOUR INSTITUTION'S IRB & ANIMAL CARE POLICIES. IF APPLICABLE, APPROVAL LETTERS FOR IRB AND IACUC SHOULD BE INCLUDED IN THE APPLICATION PACKAGE)

2027-2028 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH PROGRAM

FACULTY SPONSOR ENDORSEMENT/QUALIFICATIONS FORM

(Approximately 500 characters per section)

1. How will you document student hours spent on the project, work performed by the student(s), and report the information to SCICU?

2. How will you support the student(s)?

3. What learning outcome(s)/goals do you expect your student(s) to achieve?

4. Please list your qualifications to support the project and the student(s) involved.

_____

FACULTY SPONSOR SIGNATURE

2027-2028 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH PROGRAM

STUDENT ACTIVITY/RESPONSIBILITY FORM

(To be completed by EACH student involved in the research project. Approximately 500 characters per section)

1. What are your qualifications to conduct the project?

2. What learning outcome(s)/goals do you hope to achieve?

_____

SIGNATURE OF STUDENT

2027-2028 SCICU STUDENT/FACULTY UNDERGRADUATE RESEARCH PROGRAM
BUDGET JUSTIFICATION FORM (COMBINE FOR GROUP PROJECTS)

TOTAL BUDGET: **$**_____

EQUIPMENT **$**_____ Small equipment purchased with funds received through an SCICU grant becomes the property of the SCICU member institution and disposition will be at the discretion of the institution's Chief Academic Officer. Funds may be requested for specialized hardware or software additions to existing computers. Computers, tablets, and Smartphones will not be funded.

SUPPLIES **$**_____

TRAVEL **$**_____ Includes mileage, airfare, meals, and lodging while conducting research related to the SCICU funded project. Travel costs for student(s) and/or faculty sponsors to attend the SCICU Research Symposium or other professional conferences are not allowable expenses.

STUDENT STIPEND $_____ Student stipends will be funded at $10.00 an hour. The student stipend should be based on the actual time working on the project. *Sponsoring faculty members are responsible for providing a detailed timetable justification for the estimated number of hours needed to complete the project and provide approximate dates for the span of time encompassing primary work involved.* The maximum number of hours is 40 per week for a maximum of 10 weeks. No student stipend will be paid for work resulting in academic credit.

OTHER **$**_____ Indicate all other costs involved in the project