

Guidelines for Student FURSCA Research Proposals

INTRODUCTION

During the fall and spring semesters, students may apply for up to \$500 per semester to support research, scholarship, or other creative projects. Students must work closely with a faculty advisor and are not limited to any particular discipline. Only current students in good academic standing are eligible for FURSCA grants.

FURSCA proposals are limited to three pages, plus a cover sheet (attached below), signature page and references. The cover sheet includes basic information including name, major and information about your faculty advisor. Budget information and a brief narrative of previous results should be included on the cover sheet in the appropriate space.

BUDGET INFORMATION

Awards are limited to \$500 per semester for a research project conducted during the school year. Funds can be used to pay for supplies, printing costs, subject incentives, software, books, or other costs associated with the completion of the project. This award may be used for travel expenses related to the collection of data for the student project. For semester research grants, student wages are not eligible expenses. If you have any questions about whether or not an item is eligible for funding through FURSCA, please contact either the Director or the Coordinator of FURSCA.

If books, DVDs, and/or journals are needed for a project, please make sure to check the library catalogue for these items before requesting them. Items that are needed for short term should be borrowed through the Interlibrary Loan system. Help using the ILL system can be obtained through the library. If these items are purchased for completion of a student's research project, they become the property of the Albion College Library. They will be purchased by the Coordinator and then entered into the library catalogue. They will then be checked out to the student. Failure to return these materials to the library will result in a hold being placed on a student's diploma and/or file.

The student and the faculty mentor will be notified of the award, or contacted if additional information is needed.

BODY OF THE PROPOSAL

It is expected that the proposal is the work of the student. We strongly encourage you to talk to your faculty mentor as you are writing the proposal for advice and comments on the narrative. Group projects are permitted and encouraged. If you are writing a group proposal, make sure to indicate your contribution to the project's goals. Identical proposals from two or more students will not be funded. The body of proposal has a three page limit, not including references.

While we understand that scholarship in different areas can be unique and varied, most proposals should provide some information in each of three broad categories:

INTRODUCTION and BACKGROUND

This section should explain the rationale for your project and describe any preliminary preparations you have made before undertaking the project. You should outline any work you, previous students or your advisor has already done related to the proposed project (such as a directed study on the topic, library research, etc.), any planning you have done to lay the groundwork for your project, or explain briefly what led you to want to

undertake this project. You might also include information about discussions you may have had with your advisor about the project, and describe why you think your project is important and interesting.

The committee is composed of faculty and students from all disciplines. The introduction should be written so a layperson understands the context of the work you are proposing to do.

METHODOLOGY or PROPOSED WORK

In this section, you should describe in general terms what you propose to do. The committee is interested in seeing a methodology (if appropriate) or outline of proposed work. How are you going to complete the aims of the project? References to known methodologies are appropriate in this section. We are not looking for you to copy what has been done in the previous literature, but describe the basic outline. Discussions with your advisor may of course be helpful to make sure that your project is well designed.

**** NOTE **** All research that involves the use of human research participants (e.g., interviews, experiments, questionnaires) **MUST** receive prior approval from the college's Institutional Review Board (IRB). Research that involves the use of animals must receive prior approval from the college's IACUC panel.

PROPOSED OUTCOMES

You should clearly state what the goals of the project are. While we do not require you to write a thesis or give a formal presentation, we do expect that you will have a specific outcome that you will produce as a result of this project. This outcome should be unique to your project, and will be determined by you and your faculty mentor. If there is a specific way in which the "success" of your project will be measured, it would be helpful for you to indicate this as well.

TIMELINE – SUMMER PROPOSALS ONLY

In the summer research proposals, a timeline that outlines your short terms goals and the approximate time needed to reach them should be included. The timeline is not included in the three page limit.

REFERENCES

References should be in the style that is appropriate to your discipline. For example, chemistry students should use the ACS style, while psychology students should use APA style. If you are in doubt, please ask your faculty advisor or the Director of FURSCA for help.

The body of the proposal, *excluding references and timeline (summer only)*, should be no longer than three pages. Font size should be 10 pt or greater.

SIGNATURE PAGE

A copy of the signature page is included at the end of this document. The signature page gives FURSCA permission to ascertain that the student is in good standing with the College. Students who are not in good standing are not eligible for FURSCA funding.

The student must also obtain the signature of the chairperson or director of the Department, Center or Institute that is most closely related to the research project as well as supply them a copy of the proposal. **Contact this person well ahead of the FURSCA deadline so you can find out when they would like to see the proposal.** The collection of these signatures indicates that the student's proposed project meets previously-established standards for scholarship in the particular field.

A **paper copy of the signature page** must be delivered to the Coordinator, Seeley Mudd Center, room 108, ext. 0833, by the deadline as well.

SUBMITTING THE PROPOSAL

The application process for any FURSCA research grant is completed through an online application. The application site can be found at <http://www.albion.edu/fursca>. The cover sheet and the body of the proposal, including references, should be submitted as TWO SEPARATE pdf files. To convert a Word file to pdf using Word 2007, save the file as a pdf. Make sure when naming the file to change the file type in the drop down box. For help in doing this, please contact IT. The application website will NOT accept any other format.

Students must also print a paper copy of the signature page to obtain required signatures for submission to the FURSCA office before the application will be considered complete. Student applicants should consult with their faculty mentors prior to submitting their application online.

Your application is not considered complete until the signature page has been received by the Coordinator. Note that the deadline for the signature page is the same as the Faculty Deadline. **Late proposals WILL NOT be considered for funding.**

STUDENT DEADLINES

Fall 2009	Monday	September 28, 2009 3:00PM
Travel Fall 2009	Monday	October 5, 2009 3:00PM
Spring 2010	Monday	February 1, 2010 3:00PM
Travel Spring 2010	Monday	February 15, 2010 3:00PM
Summer 2010	Monday	February 15, 2010 3:00PM

FACULTY AND SIGNATURE SHEET DEADLINES

Fall 2009	Wednesday	September 30, 2009 3:00PM
Spring 2010	Wednesday	February 3, 2010 3:00PM
Summer 2010	Wednesday	February 17, 2010 3:00PM

CONTACT INFORMATION

Director - Dr. Vanessa P. McCaffrey, Chemistry
362 Putnam Hall
(517) 629-0622
VMcCaffrey@albion.edu

Coordinator - Starr E. Weaver
Mudd Learning Center/Stockwell Memorial Library, Room 108
(517) 629-0833

SWeaver@albion.edu

FURSCA Research Program Cover Page

Name of applicant _____ Date: _____

Graduation Year _____ Major _____

Advisor _____ Advisor's Department _____

Title of Project _____

Grant Period: Fall _____ Spring _____ Summer _____ Summer start and end dates? _____

Has FURSCA supported this project or projects similar to it for the applicant or advisor in the past? YES NO
If yes, how is this project related to previously funded projects?

Does this project require IRB or IACUC approval? YES NO If yes, has approval been sought? YES NO

Does this project require chemicals or biological agents? YES NO If yes, Have you received approval to order these chemicals? YES NO

BUDGET SUMMARY

Amount(s) Requested

For each line requested, briefly explain the purpose

Total _____

FURSCA Research Program Signature Page

Signature Page for: _____
(Student name – please print)

I have read the Guidelines for Students and agree to meet the stated requirements. I certify that I am a currently enrolled student at Albion College. **I authorize the Student Affairs Office to release information about my cumulative grade point average (CGPA) and my academic and social standing to FURSCA's Coordinator. This information will be used only to verify that I have a minimum 2.70 CGPA and am not on academic or social probation.**

Signature: _____ Date: _____
(Student Applicant)

Expected Graduation Date (month/year): _____

I have read the student's proposal and the Guidelines for Project Sponsors and agree to supervise this student's project.

Signature: _____ Date: _____
(Faculty Sponsor)

My signature indicated that the proposed project meets previously establish standard for student scholarship in this field and is worthy of FURSCA funding.

Signature: _____ Date: _____
(Department Chair/Institute or Center Director)

The applicant must return this completed page to FURSCA's Coordinator at the FURSCA office, Seeley-Mudd Center, Room 108 by the deadline indicated on the FURSCA website.