



2024 SUMMER UNDERGRADUATE RESEARCH PROGRAM PROPOSAL GUIDELINES

To submit a proposal, students should create a Word document (single spaced, 12-point font, 3 page maximum) that addresses each numbered item below. **Mentors** must submit a plan to accompany the student proposal. Proposals will not be reviewed until corresponding mentor plans are received.

Submit proposals electronically to ursca@uwsuper.edu by

Round One deadline:

Friday December 22nd at 5pm

Round One award announcement:

Friday January 26th

Round Two Deadline (final deadline):

Friday March 22nd at 5pm

Round Two awards announced:

Friday April 12th

Please use the outline below and number the sections:

STUDENT APPLICATION

1. Identifying information

- a. Student name
- b. Year in school (first, second, third etc.)
- c. Student ID#

2. Type of application

- a. Fellowship (200-hour project)
OR
- b. Developmental (100-hour project)

3. Faculty/staff mentor's name and their department

4. Project title

5. Project description: Describe the project you are proposing to do. This should be written clearly and be understandable to a non-specialist and/or those outside of your discipline. The project description should include:

- a. A **background statement** on the topic of the project and its significance.
- b. Your **research question or creative goal**, clearly stated, including the objectives of the project (no more than 3). If the project you are proposing is part of a larger research project on campus, be sure to explain the objectives of your project and how your work fits into the larger effort.
- c. Describe your **work plan**. How will you go about answering your research question or achieving your objective? What are the activities you will conduct as part of the project?
- d. Identify the specific **project outcome or final product**. What will be accomplished?

6. **Timeline of activities:** Provide a timeline of specific project activities and when you expect to complete them during the summer. Be realistic about what can be accomplished in 100 or 200 hours depending on your type of proposal.
7. **Project budget:** Identify any expenses anticipated for the project, and where funds for the expenses will come from. These might include copying, postage, gas or other travel expenses, or purchasing supplies or materials. The program does not provide additional funds for supplies and expenses - these must be covered by the student stipend, provided by the department of the faculty/staff mentor, or another source.
8. **Final product and dissemination:** Identify the form of the final product expected from your project. This might be a new laboratory method or technique, artwork, a musical composition, a manuscript or academic paper, a contribution of information to an archive or database, or software, for example. How do you propose to disseminate your work to others?

NOTE: All recipients are required to share their work at the UW-Superior Undergraduate Research Symposium on October 10th, 2024. Fellowship recipients are required to present their work in at least one other venue such as the Research in the Rotunda, a discipline-specific meeting or conference, a public performance, exhibition in the community, or a submission to an undergraduate research journal or other professional publication.

9. **Prior research/scholarship/creative experience:** Describe any previous experience with a research, scholarly or creative project through coursework, employment, or another activity. If you have completed a research methods course, identify it. Prior experience will be considered by reviewers in evaluating student readiness to undertake the project proposed.
10. **Personal statement:** Provide a brief statement which includes your personal learning goals for this project and what you hope to gain from this experience. How might this project add to or enhance the discipline, campus, or community?

NOTE: Projects that involve **human subject research**, including interviews, surveys, or questionnaires which will collect human data and use it in anyway, must be approved by the UW-Superior Institutional Review Board (IRB). Review the information on the IRB web page at www.uwsuper.edu/irb/index.cfm with your mentor and complete the IRB Decision Tree Survey (found here, <https://www.uwsuper.edu/irb/researchers/irb-approval.cfm>) together in order to determine the level of review your project needs. Contact the IRB at irb@uwsuper.edu if you have specific questions. The IRB meets monthly and IRB review will be available over the summer if needed. **This step must be completed before projects can begin.**

MENTORING PLAN

Mentors are welcome to submit their plan individually to ursca@uwsuper.edu, or it can accompany the proposal. This decision is up to the student & mentor. Note: proposals will not be reviewed until corresponding mentor plans are received.

Please address the following questions:

1. What is your assessment of the student's preparedness to take on and complete the project proposed?
2. How will you work with the student to provide guidance and support student development over the course of the project?
3. Please identify the type and duration of your other commitments for the summer.