Mentored Summer Research Grant Guidelines

1. Grant proposals for summer awards may request:

    a. Housing only

    b. Direct research expenses only (i.e. research materials, travel to research sites/archives, etc.)

    c. Both housing and direct research expenses

2. On-campus housing will be available to coincide with summer sessions A and B, with holiday closures determined by the Student Development Office. Students will be expected to relocate on campus as needed for regular summer maintenance, likely to occur once, but otherwise also in accord with the needs of the Student Development Office. Students are expected to be actively engaged with their mentor in on-campus research/scholarship when housed on campus. Housing after the two summer sessions may be available, but will require a special request.

3. Summer Grants for housing do not include board. Students will be responsible for their own dining needs.

4. Funds will be allocated by priority, according to the quality and completeness of the proposal. While the committee is interested in funding all students involved in research, the number of summer grants awarded will be limited by funding and housing availability.

5. Reimbursement for materials already purchased is not guaranteed, and will not have priority over pending projects.

6. In order to support as many different individuals as possible, student award history will be considered. Students who have not yet received funding will have priority. Accordingly, proposals should list prior funding by the Student Research committee.

7. Proposals must be submitted electronically (Word, pdf, or rich text document) to the Chair of the Student Research Committee. Proposal guidelines may be found at www.lemoyne.edu/src.

8. Reference texts and books are not generally appropriate for funding.

9. Awardees will present their work at the annual Le Moyne Scholars Day as a condition of acceptance of funding.

10. Reporting forms from the mentor and the student are due to the SRC by the end of week two of the fall semester and should follow guidelines below.

Approved 3/18/09 by Dr. Linda LeMura, Provost and Academic Vice President

Form A. Student Research Grant (*Mentor Report*)

Student Name: _____
Major: _____
Mentor Name: _____
Department: _____
Date Project Started: _____
Date Project Ended: _____
Project Title: _____

I. Contact Hours

____ Average hours worked by student per week
____ Average contact hours between student and mentor per week
____ How often did you meet in person during the research period?

II. Student Skill Development/Progress

____ At the end of the research period, what was the status of the project in relation to the stated goals in the student's application?

1 = Completed
2 = Almost Completed
3 = Incomplete

____ How would you rate the student's overall professionalism?

1 = Outstanding
2 = Above average
3 = Average
4 = Below Average
5 = Deficient

Check the skills that you feel the student developed or improved through this research process: (Check all that apply) (Please indicate if a skill is N/A)

____ Researching a Literature Review
____ Writing for an Academic Audience
____ Understanding Statistics
____ Using the Scientific Method
____ Ability to work independently
____ Innovative thinking
____ Computer literacy
____ Other (Please list)
_____
_____

III. Miscellaneous

____ Where did you *first* hear about Student Research Committee grants?

1. Another Faculty Mentor
2. Faculty member (other than a mentor)
3. A Student
4. Student Research Committee Website
5. Scholar's Day
6. Other _____

____ Have you students of yours received grant(s) from the Student Research Committee prior to this grant in the past two years? If so, please describe briefly.

Form B. Student Research Grant (*Student Report*)

Student Name _____
Major _____
Mentor's Name _____
Department _____
Date Project Started: _____
Date Project Ended: _____
Project Title _____

I. Contact Hours

____ On average, how often did you meet in person with your mentor?
____ On average, how often per week were you in contact with your mentor?
____ On average, how many hours per week did you work on this project?
____ If this is summer research, did you live on campus during this research period?

II. Skill Development/Progress

____ At the end of the research period, what was the status of the project in relation to the stated goals in the application?

1 = Completed
2 = Almost Completed
3 = Incomplete

Check the skills which you feel you increased through this research process: (Check all that apply) (Please indicate if a skill is N/A)

____ Researching a Literature Review
____ Writing for an Academic Audience
____ Understanding Statistics
____ Using the Scientific Method
____ Ability to work independently
____ Innovative thinking
____ Computer literacy
____ Other (Please list)
_____

_____

III. Miscellaneous

____ Where did you *first* hear about the availability of student research grants?

1. Faculty Mentor
2. Faculty member (other than your mentor)
3. Another Student
4. Student Research Committee Website
5. Scholar's Day
6. Other _____

____ Have you received a grant from the Student Research Committee prior to this grant?

Proposal Instructions for Mentored Summer Research Grants

Undergraduate students must submit COMPLETED PROPOSALS for funding as electronic document(s) (Word, pdf, or rich text file(s)) in a *single email* to Melissa Short (shortma@lemoyne.edu). Proposals should include:

1. Title of project and contact information, including phone number, current campus mailing address and email address.

2. Letter of support from faculty member supervising research. (Electronic copy directly emailed from your faculty mentor)

3. Completed Institutional Review Board or Animal Rights and Welfare forms, where appropriate (if required permission has not been secured at time of submission, funding will be contingent on evidence of approval).

4. **Student authored proposal** including:

a. Explanation of the context of research (e.g., research related to senior thesis or other substantial independent research project). Please list the department and course number where applicable.

b. Concise statement of project's major thesis, hypothesis, question, or problem.

c. Concise statement of significance of project, that is, how project contributes to the literature on the subject under investigation.

- This part of your application should explain the origins or development of your idea and how your research either addresses a previously ignored or underdeveloped area of your discipline or expands on a current line of research within that discipline.
- Be sure to cite the relevant research *in the body of your proposal*.
- Define discipline-specific terms for a general audience in this section.

d. Description of methodology. Take the reader step by step through your research process.

e. Works Cited and Bibliography – Sources cited in the proposal (only) ***must appear*** in a separate "Works Cited" section. An additional (optional), separate Bibliography may list sources consulted but not cited in the proposal. Each section of the proposal should cite the relevant research or supporting literature wherever appropriate.

f. Current status of research (e.g., student has not begun to gather data, or student has completed a final paper and is prepared to present findings at a conference).

g. Budget request including justification for requested funds. Be as specific as possible in itemizing the budget. The SRC does not allocate funds to cover food expenses.

h. Prior history of funding through the Student Research Committee, including semester or year, project title, and amount.

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