



# Undergraduate Summer Research Program

GENERAL APPLICATION GUIDELINES

DEADLINE MARCH 9TH, 2020 BY 11:59 PM

# TABLE OF CONTENTS

**Program Description..... 2**

**Eligibility.....2**

**General Submission Guidelines.....3**

    Document Guidelines.....3

    Proposal Format.....3

    Budget Guidelines.....4

**Requirements.....5**

**Review Criteria.....6**

**Grant Obligations.....7**

## Program Description

The Undergraduate Summer Research Program provides funding and resources to support undergraduate students who are interested in pursuing research projects or scholarly activities related to their field over the summer term. Faculty apply for this program with a team of two to three students. The role of the faculty in the summer program is crucial. Research can take place on the CSUSB campus or can take place as part of an international study abroad experience.

In addition to engaging in a mentored research or creative activity experience for six weeks (for summer 2020 only), the program features the following required opportunities:

- A social event where students can meet and discuss their research and creative projects with their peers and faculty.
- Workshops for students on such topics as applying to graduate school, how to write a personal statement and how to give a research presentation.
- A two-day research conference where students will share their research and creative projects findings with the campus community.
- GRE test preparation

If awarded, faculty will receive a stipend of \$5,000, and students will be paid to work 20 hours per week at a \$14 hourly rate. Each team will also receive \$500 for research materials.

**For program run dates, please see page 7.**

**\*\*Note: Since the summer session is shorter this year, the program will only be 6 weeks instead of the usual 10 weeks. Faculty may request to have students start prior to the summer term and allow students to work for up to four weeks during the spring 2020 term to conduct work consistent with the program goals or to complete preparatory activities for the proposed project. If your application is accepted, you will be contacted to determine start dates for your students.\*\***

## Eligibility

Any full-time faculty member, tenured or tenure-track from any department is welcome to apply. Applications from faculty (and students) who have not participated in the prior year will be given priority, although decisions will also take into account space and reviewer feedback. Members of the evaluation committee are ineligible to apply.

**Students must be full-time in any undergraduate program at CSUSB and must have a cumulative GPA of 2.5 or higher. Students who are not able to satisfy the program requirements should not apply. Students who have graduated or plan to graduate prior to the Summer 2020 term are NOT eligible to participate.** These students preclude the OSR from fulfilling its obligations and prevent students who could have committed to the program in its entirety to participate. Applicants should have reviewed the various activities of the program and should have committed to attend all of these activities before accepting funding. **Applications with only one, or more than three, students will be disqualified**

## General Submission Guidelines

The following submission guidelines should be followed:

- **Applications are due by March 9<sup>th</sup>, 2020 by 11:59 PM.**
- Application and proposal submission must be submitted online through the [InfoReady](#).
  - Please select the grant to which you are applying,
  - Log-in with your MyCoyote ID,
  - Complete application
- The research proposal can be no longer than four pages.
- All supporting documentation should be submitted at the time of the application submission.
- Please note, if you have received an OSR grant before, please be aware that preference will be given to new applicants unless funding permits for additional awardees.

### DOCUMENT GUIDELINES

Proposals will only be accepted through the online form and must be submitted no later than 11:59 PM on the deadline date.

1. The proposal file must be uploaded in PDF format.
2. The applicant's name(s) should appear only on the cover page.
3. Please use Times New Roman or Arial font at 12-point size.
4. The right and left margins must be no smaller than 0.75 inches. Top and bottom margins must be no smaller than 1 inch.
5. Please number the pages consecutively beginning with the cover sheet.
6. The complete document must contain the items below and in the order given.

### PROPOSAL FORMAT

#### 1. Research and Creative Activity

- a. Abstract
- b. Purpose
  - i. Need for the project (what is its purpose?)
  - ii. Objective of the project (what is to be accomplished?)
    - a. Why are you undertaking this project?
    - b. What are the expected products of the project such as publication, or research and creative activities?

#### 2. Role of Student Researcher

- a. Describe the knowledge, skills, and behaviors that you intend the students to acquire as they work on this project.
- b. Explain the role of the students in the proposal.

#### 3. Impact on learning

- a. Describe how you expect this project to improve students' engagement and students' success.

**4. Research Mentoring**

- a. How will your ability as a mentor impact the overall experience and productivity of both you and your mentees?
- b. How will your research mentoring increase the success of your mentees?

**5. Assessment**

- a. Include a proposed assessment plan. Multiple methods of assessment are encouraged.

**6. Feasibility**

- a. Describe the activities to be conducted (methods and procedures)
- b. How will the activities accomplish your stated objectives?
- c. Feasibility (where, when, duration) of activities.

**7. Budget**

- a. Please complete the budget sheet to outline how you intend to use the funds provided for research materials.

**BUDGET GUIDELINES**

Allowable Expenses	Non-Allowable Expenses
<ul style="list-style-type: none"><li>• Requests for disposable supplies (chemicals, reagents) are favored over equipment requests.</li><li>• Any equipment purchased with the award funding must remain with the university.</li><li>• Travel costs by car are reimbursed at the CSUSB car reimbursement rate (0.565).</li><li>• Mileage is determined by the campus to the destination unless the student lives closer to the destination.</li><li>• Each destination should be listed separately by name.</li><li>• A map showing the mileage is determined from the campus to the destination unless the student lives closer to the destination.</li><li>• Bulking mailing (more than 200 of the same pieces) is encouraged when possible, and funding requests for the first class postage must be justified.</li><li>• Reproduction costs are funded at \$0.04 per page.</li><li>• Funding for Research Assistant(s).</li><li>• Phone cards</li><li>• Gift cards for participant incentives (<b>ONLY</b> if purchased and tracked through the OSR)</li></ul>	<ul style="list-style-type: none"><li>• Food, internet access, movies, room service, gym, fees for flight changes, or upgrades of any sort.</li><li>• Purchasing of a personal desktop computer, laptop, or iPad.</li><li>• Software, subscription to journals or membership fees.</li><li>• Funding for personal wages is not allowed.</li><li>• Single room occupancy (it is expected that students will share rooms)- this should be indicated with the hotel information. Student(s) and faculty are requested not to share a hotel room.</li><li>• Accommodations at the conference hotel (if less expensive hotels are nearby).</li><li>• Childcare</li><li>• The cost of gas</li><li>• Passport/Visa fees</li></ul>

## Requirements

The Summer Research program has faculty and student requirements that must be followed during the program.

**Please note:** The OSR has secured funding to support student and faculty participants. The OSR funding was acquired competitively based on a program consisting of a 6-week summer research experience, workshops, social events and presentations. The OSR is required to prepare annual reports about the various aspects of the program. **Attendance to all the aspects of the program is thus mandatory.** Every year, the OSR receives more applications than can be funded. Applications to the program are voluntary. Students who are not able to satisfy the program requirements should not apply. These students preclude the OSR from fulfilling its obligations and prevent students who could have committed to the program in its entirety to participate. Applicants should have reviewed the various activities of the program and should have committed to attend all of these activities before accepting funding.

Asking the OSR staff and directors to prepare and organize activities not initially planned is not an alternative. Asking professors to prepare and organize additional activities is not an alternative the OSR can accept.

### Faculty

- Limit teaching to one course during the program.
- Develop and adhere to a schedule of regular in-person meetings.
- Include students in some professional tasks.
- Assist students with the preparation of the presentation.
- Attend the OSR Summer Research Program Orientation.
- Attend the OSR Summer Research Program Informal Social Event. (international study abroad participants may participate virtually)
- Coordinate team presentation to a summer course.
- Participate in the OSR Summer Research Program Conference (since this event will take place at the end of the summer, **ALL** faculty participants are required to attend in person).
- Develop an assessment plan and administer the OSR surveys.

### Students

- 20 hours a week is required working on your project or creative activities.
- Do not take more than one class per session. If you are enrolled in classes for the summer, please provide your schedule to OSR.
- Outside employment should not exceed 10 hours per week.
- Attend all activities. Only one missed activity will be permitted, any more than one may be cause for dismissal from the program. (international study abroad participants may participate virtually)
- Attend and participate in the OSR Summer Research Conference (since this event will take place at the end of the summer, **ALL** students are required to attend in person).

## Review Criteria

Applications for the Summer Research Program will be competitively evaluated by the OSR Awards Committee which consists of 2-3 faculty per college. In a blind-review, faculty evaluates the proposals from their respective colleges. The quality of the student research or creative activity (RCA) experience will be a determinant factor in being selected. Applicants are thus asked to specify the role of the student(s) and faculty mentor(s) in the project, and the nature of the work to be done. The number of grants awarded depends on budgets and the funds available each year.

### SCORING RUBRIC FOR SUMMER RESEARCH PROGRAM

Please use this rubric to assist with the ranking of your top three proposals.

	GOOD (10 PTS)	AVERAGE (5 PT)	POOR (0 PTS)
<b>Research or Creative Activity</b>	The research question or creative activities are well-defined, focused, appropriately planned, and the phenomenon to be studied is well-defined	The research question or creative activities are somewhat defined, focused, and planned, but the phenomenon to be studied is not well-defined	The research question or creative activities are not defined, focused, and planned, and the phenomenon to be studied is undefined
<b>Role of the Student Researcher</b>	Role, involvement, and activities of student and faculty mentor are carefully explained. It is obvious that the activities are student focused.	Role, involvement, and activities of student and faculty mentor are described only generally explained. Students play a role in the planned activities but are mostly involved in the implementation and/or dissemination.	Role, involvement, and activities of student and Faculty mentor are only vaguely presented. The student's role is as a bystander, or the role of the faculty mentor is only superficially presented.
<b>Impact on Learning</b>	The project will significantly impact student learning.	The project may enhance student learning.	Project does not indicate impact on learning or only in the weakest manner
<b>Research Mentoring</b>	The contribution of the faculty mentor is well explained and provides examples of how the faculty intends to mentor the student.	The contribution of the faculty mentor is explained and provides some explanation of how the faculty intends to mentor the student.	The contribution of the faculty mentor is not explained and does not explain how the faculty intends to mentor the student.
<b>Assessment</b>	Assessment measures are well thought-out and explained. There are multiple methods of assessment measure indicated.	Assessment measures are described are only generally explained. There is only one measure indicated.	Assessment measures are only vaguely explained. There are no assessment measure indicated.
<b>Feasibility</b>	Equipment to carry out the proposed research is available, and the timeline is proper	Equipment for the proposed research is available, but the timeline is inadequate	Neither the equipment for the proposed research or the proposed timeline are proper

## Grant Obligations

All awardees of the Summer Research Program agree to the following terms:

1. Attend all summer activities. **Note: Students who are not able to satisfy the program requirements should not apply. Faculty and students are required to attend the social event (international study abroad participants may participate virtually) and the two-day conference.**

Activity	Date
Orientation	June 5 <sup>th</sup> , 2020 at 9:00 am
Program Dates	June 22 <sup>nd</sup> - July 31 <sup>st</sup> ,
Getting the Most Out of Your Summer Experience- Do's and Don'ts	June 22 <sup>nd</sup> at 12:00pm
Evaluating Resources	June 23 <sup>rd</sup> at 12:00 pm
Introduction to Graduate Programs Workshop	June 24 <sup>th</sup> at 12:00 pm
How to Write a Personal Statement for Graduate School Workshop	June 25 <sup>th</sup> 12:00 pm
Presenting a Poster/Oral Presentation	June 26 <sup>th</sup> , 2020 at 12:00 pm
Social Event	July 8 <sup>th</sup> , 2020 at 3:00 pm
Summer Conference	July 30 <sup>th</sup> and 31 <sup>st</sup> 9:00 am – 3:00 pm

2. Students must present an oral and poster presentation at the annual “Meeting of the Minds” Student Research Symposium the following academic year (date TBA).

The annual “Meeting of the Minds” allows all CSUSB students to showcase their research and creative activities to the campus community. Awardees of the OSR funding are obligated to participate by presenting both an oral and poster presentation. More information about this annual event can be found [www.csusb.edu/student-research](http://www.csusb.edu/student-research)

3. Participate in at least two of OSR’s programs and/or events, in addition to the symposium.

Faculty and students are both encouraged to participate in at least two of OSR programs or activities. Students can attend workshops, events, volunteer, or serve as an editor for the OSR Journal of Student Research. Faculty are also encouraged to attend events, and invite students to workshops.

4. Submit a final paper or brief report to the OSR Journal of Student Research.

The OSR Journal of Student Research was established in 2012. The goal is to provide an opportunity for undergraduates and graduates from all CSUSB colleges to be recognized for their work. The journal is a peer-reviewed publication. Each publication within the journal undergoes a double-blind peer review process facilitated by the Journal’s Editorial Review Board. The journal is published once a year in September and is available on [Scholarworks](#).