

2010 REACH AWARDS COMPETITION UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS

APPLICATION PACKET FOR TEAM PROJECTS

The Office of Research Development and Administration (ORDA) and the Office of the Provost are pleased to announce the annual **Undergraduate Research/Creative Activity Award** competition.

AWARDS of up to \$1,500 support original research and creative activities by undergraduate students working with a faculty sponsor. Award activities are to be carried out during the period from July 1, 2010 through June 30, 2011, and include presentation of a poster at the annual Undergraduate Research Forum in March 2011, submission of a progress report and financial statement, and submission of a Final Report in late April 2011. Approximately 20 awards will be made for 2010-11 on the basis of a competitive application review process. Award recipients may receive academic credit for research/creative projects; check with your faculty sponsor.

Awards also include an **undergraduate assistantship** with the faculty sponsor, if the student requests one. **Students make the request of the faculty sponsor, not of ORDA or the Provost's Office.** The assistantship will be for 10 hours per week for both fall and spring semesters. The assistantship application form is no longer required to be submitted with the proposal. If awarded, your mentor will complete and submit it in April 2010.

ELIGIBILITY: Degree-seeking undergraduates in all SIUC majors are encouraged to apply. Applicants must be full-time students with a GPA 2.5 or better who are enrolled at least one semester during the 2010-11 academic year. Please note that applicant GPAs will be considered in the review and selection process. Applicants must work closely with a faculty sponsor in their area of research/creative interest to plan the project and prepare the application. Only one application may be submitted per student. Past recipients of this award are not eligible to reapply.

DEADLINE: Teams should submit all materials for the Undergraduate Research/Creative Activity Award together as a single application package and deliver it to ORDA, Woody Hall C-206, no later than **4:00 p.m., Friday, January 29, 2010.** It is the applicant's responsibility to ensure that the application is completed by this deadline. **Do NOT submit electronically. Applications submitted after the deadline will not be accepted.**

QUESTIONS? Contact Meg Martin at 453-4540 or mzmartin@siu.edu.

APPLICATION GUIDELINES: Talk to your faculty sponsor before you prepare your application. **Be sure to follow the guidelines below; failure to follow them will disqualify your application.** All application materials must be typed. All pages of the application following the cover sheet except the resume and transcript must have the **applicant's last name and page number in the upper right-hand corner.**

A complete application consists of the following. See the following pages for detailed instructions.

- Original and 9 paper-clipped (not stapled) copies of:
 - I. Cover sheet for each team member, signed by each applicant, faculty sponsor and dean
 - II. Project description (2 pages)
 - III. Literature cited (1 page)
 - IV. Itemized budget and budget justification (1 page)
 - V. Team Project Leadership Plan (1 page)
 - VI. Resume (1 page)

AND

- Letters of support and completed Faculty Recommendation Forms from your faculty sponsor(s), to be submitted in a signed and sealed envelope accompanying the application. See directions on the form.
- Current official transcript, to be submitted in a signed and sealed envelope accompanying the application.
- Completed and signed checklist

NOTE: The Assistantship Application is no longer required with your proposal. It will be completed at the award stage.

INSTRUCTIONS AND SAMPLE RESPONSES

I. Cover Sheet: Use the form provided in this application packet. A separate cover sheet must be completed for each team member.

II. Project Description (2 pages): The project description should be a clear statement of the work to be undertaken, using the six headings (A - F) below. It should be no more than 2 single-spaced pages long, no smaller than 10-point type, with 1-inch margins. No attachments or appendices to the application are allowed.

Note to Applicant: While you should consult with your faculty sponsor in writing your project description, it should be written by you, in your own words, and not copied from a website, article, or other work. **Plagiarism is cause for disqualification.**

A. Statement of Project Objectives: Clearly and concisely state the research problem/question or creative concept that will be addressed during the period of the proposed project. Remember: This award is NOT a scholarship, but rather a stipend to carry out a specific, well-designed, original research, scholarly, or creative project. Examples:

Unacceptable: *My goal is to finish my degree and get a job.* [Note: Although this is a great personal goal, it is not a statement of a research objective!]

Not good: *My goal is to write a book.*

Better: *The goal of this project is to write a book about animals working together on a farm.*

Best: *The goal of this project is to write a book about the corruption of political power in an ideal community, using animals working collectively on a farm as an analog for human behavior. The book will be a commentary on how the good intentions of communism get corrupted and...*

B. Background and Context: Explain the present state of knowledge, understanding or creative experimentation in the field, with proper citations of pertinent literature where appropriate. (See Literature Cited, section III.) Make it clear why you want to do this project, and why it needs to be undertaken to fill a gap in knowledge.

Examples:

Not good: *The movie on the Discovery channel said that no one knows what society occupied the area after the Maya civilization collapsed.*

Better: *After the collapse of Maya civilization in the tenth century, the northern part of Guatemala known as Peten was nearly depopulated until Hernan Cortes marched through in 1524. Cortes reported meeting with the leaders of a group known as Itza, who lived in large cities around a lake. But, who were the Itza? And how long had they lived in Peten?*

Best: *Although it has long been believed that the Maya "heartland" of northern Guatemala was depopulated after the Classic Maya collapse (Culbert 1977; Thompson 1960), recent archaeological research (Chase 1985; Smith and Smith 1990) has revealed substantial settlement in the Peten lakes area dating from the eleventh through seventeenth centuries...*

C. Methods/Procedures/Materials: Describe in clear and understandable terms your general plan of work in order to fulfill your stated goal. You must also include a timeline for completing your project. Examples:

Not good: *I will work in my sponsor's laboratory.*

Better: *My sponsor is an expert in gene sequencing, and my project involves this technology.*

Best: *Because I am looking for the gene(s) in poison ivy that determine(s) the plant's toxicity to humans, I will be using my sponsor's gene-sequencer in my project. I will spend the first two weeks of my project collecting samples from Jackson County, then the next two weeks preparing samples for analysis using the XYZ method.... The remaining four weeks will be spent doing the sequencing...*

D. Statement of Significance and Impact: Explain the significance and impact of your project as it contributes to the advancement of learning, to the enrichment of our cultural and aesthetic heritage, and/or to the public welfare. You may include a statement about the impact of this experience on your professional/scholarly/creative development. Examples:

Not good: *Nobody has done it yet* [Note: Although originality is usually necessary to get any research project funded, such a simple statement is not sufficient to merit funding. Try to give the reviewers of your application an idea of why no one has taken your approach before: Is new technology suddenly available? Is there something about your previous experiences that gives you unique insight?]

Better: *I've been interested in color symbolism ever since I took an art history class in high school.*

Best: *Although color symbolism in The Great Gatsby has been investigated by many scholars (e.g., Smith 1950, Jones 1955, Snerdwell 1960), no one has previously used a computer-based textual analysis of such imagery to explore the socioeconomic contexts of...*

E. Outcomes: What will be the final “product” of the proposed project? Possible products are a report, a publishable article or chapter, a performance, a policy recommendation, a painting, etc. Be specific.

F. Role of the Faculty Sponsor: Explain how you will interact with the faculty sponsor, and how you will ensure that you are performing your own research/creative project. Examples:

Not good: *My sponsor will help me throughout this creative project.*

Better: *My sponsor will guide my initial conceptual development and help me establish the best options for creative refinement of my 3D piece.*

Best: *My sponsor guided my initial literature and source search by providing a list of books and technical articles to read. My sponsor's own expertise with this medium and subject area will then guide my initial conceptual explorations. This will result in my experimenting with materials and technique in order to develop a range of preliminary outcomes that my sponsor will critique and provide feedback for further exploration and refinement. The final 3D development will require the integration of elements of my preliminary studies, but will use advanced studio techniques. My sponsor will provide both technical and aesthetic guidance during development of the final piece, but I will create and execute all content.*

III. Literature Cited (1 page): Bibliography of the works cited in section II.

IV. Itemized Budget and Budget Justification (1 page): How will the award money be used for your project? On this page, list your budget items, which may total no more than \$1,500. The budget justification section should include an explanation and justification of each item in your budget. The award may be used to purchase supplies, pay for travel expenses, contract for services, or cover other costs associated with conducting the proposed project. The budget may **NOT** include any salary or wages for the student researcher, faculty sponsor, or other personnel. (Do not include assistantship funds in the budget.) Up to \$600 of the total may be used to attend a professional conference for ONE team member or to be split evenly by each team member. If funds become available during the award year, team members may request funds in addition to that already awarded for travel to a professional conference; these additional awards will be determined on a case-by-case basis. Please note that all commodities and equipment will remain at SIUC when the project is completed.

Unacceptable: *Part of the money will be used for books, and the rest will be used for lab supplies.*

Good: *\$800: reimbursement of survey participants*

\$100: photocopying, photography

\$300: travel

\$300: computer software

Budget Justification: *The majority of the funds, \$800, will be used to reimburse the survey participants for their time (\$20 x 40 participants). \$100 will cover the cost of survey preparation (xeroxing, color pictures, etc.). \$300 is needed for transportation to and from the interview meeting locations. Computer analysis of data and final report production requires the purchase of Metaverse 4.0, at \$300.*

V. Team Project Leadership Plan (1 page): Explain your rationale for completing the project as a team, which team member is responsible for each part of the project, how you will integrate the different parts into one concrete project and final product, how you will communicate with each other and resolve conflicts. The following are suggested headings for the sections of the team leadership plan.

- A. Justification for Team Project: Make it clear why this project will be best completed by a team, rather than an individual.
- B. Member Responsibilities: Describe the tasks (in particular, the methods/procedures/materials) that each team member will perform and why. Also include how you plan to handle the assistantship, keeping in mind that the assistantship should be awarded based on the effort devoted to the project by the different team members – see the Assistantship Information section below. Include the percentage of effort devoted to the project by each team member.
- C. Team Integration: Explain how the different responsibilities to be completed by the individual team members will be combined to answer your research questions and meet your objectives in order to ensure that the project is completed.
- D. Communication & Conflict Resolution Plan: Describe your strategies for communicating with one another and addressing any conflict that may arise.

VI. Resume (1 page): In particular, highlight any previous experience that would be helpful in completing your research/creative project. One resume must be included for each team member.

- **Current Official Transcript:** Submit in the sealed envelope provided to you by Admissions. One transcript must be included for each team member. (Allow 3-5 days to receive transcript from Admissions & Records.)
- **Faculty Recommendation Form & Letter of Support:** Use the form provided in this packet. Have your sponsor complete the form and submit with a letter of support in a signed, sealed envelope. Each mentor should address the strengths of each member of the team, either in separate sections of one letter or a different letter for each team member. See the form the specific guidance as to the content of the letter.
- **Checklist:** Each team member and sponsor must sign. Submit original with application packet.

INFORMATION ABOUT THE ASSISTANTSHIP & APPLICATION: At this time, only ONE assistantship is available per team. The assistantship may be split by semester by two students or one student may keep the position for the entire year. Team members must decide how the assistantship will be handled and note it in the Team Project Leadership Plan. The assignment of the assistantship should ideally be based on the amount of effort each member contributes to the project. For example, if in a team of two, both team members contribute 50% effort towards the project, the assistantship should be split, so that each student has an assistantship for one semester.

The assistantship application form is no longer required to be submitted with the application. If your team receives a REACH award and you request an assistantship, you will be required to complete the assistantship application along with the other required award documents in April 2010.

Note to applicant: Members of the Review Committee will evaluate each application independently using an Evaluation Sheet. A sample Evaluation Sheet is included at the end of this packet. You do not need to do anything with it, but the wise applicant will read it and keep the evaluation criteria in mind while writing the application.

**2010 REACH AWARDS COMPETITION
UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS**

CHECKLIST

Please make sure that each item below is included in your application packet and then check each item as it is completed. This form is to be signed by you and your faculty mentor and included with the required application materials. See application packet for instructions on each guideline below.

Applicant Names _____

Title of Project _____

- | | |
|--|--------------------------|
| 1. Application Materials Typed | <input type="checkbox"/> |
| 2. Applicant Last Names and Page Numbers | <input type="checkbox"/> |
| 3. 1-inch Margins & 10-point Font Minimum | <input type="checkbox"/> |
| 4. Project Description Headings Used | <input type="checkbox"/> |
| 5. Project Description Headings in Order | <input type="checkbox"/> |
| 6. Page Limits Met | <input type="checkbox"/> |
| 7. No more than \$600 Requested for Conference Travel | <input type="checkbox"/> |
| 8. One cover sheet for each Team Member | <input type="checkbox"/> |
| 9. Official Transcript for each Team Member in Sealed Envelope | <input type="checkbox"/> |
| 10. Faculty Recommendation Form & Letter for each Team Member in Sealed Envelope | <input type="checkbox"/> |
| 11. One Original and Nine Copies of Application Packet | <input type="checkbox"/> |
| 12. Team Project Leadership Plan | <input type="checkbox"/> |

Failure to follow application guidelines will disqualify your application.

Applicant Signatures

Date

Faculty Sponsor Signature(s)

Date

**2010 REACH AWARDS COMPETITION
UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS**

**COVER SHEET
(Please Type)**

NAME:

DAWG TAG NUMBER:

TITLE OF PROJECT:

FACULTY SPONSOR (NAME AND DEPARTMENT):

MAJOR:

ENROLLED IN UNIVERSITY HONORS PROGRAM: Yes No

IF AWARDED, I REQUEST AN ASSISTANTSHIP: Yes No

EXPECTED SEMESTER AND YEAR OF GRADUATION:

E-MAIL ADDRESS:

CURRENT ADDRESS AND TELEPHONE NUMBER:

PERMANENT HOME ADDRESS AND PHONE NUMBER:

If this project involves any of the following, call ORDA (453-4540) for permission information: human subjects, laboratory animals, hazardous materials.

Student Applicant Signature/Date

Faculty Sponsor Signature/Date

Dean/Director Signature/Date

**2010 REACH AWARDS COMPETITION
UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS
FACULTY RECOMMENDATION**

TO STUDENT APPLICANT(S): Please print or type the information requested below and then give this form to your faculty sponsor. It is your responsibility to ensure that this signed form and a letter of support from your sponsor (sealed in an envelope) are included in your application.

STUDENT'S NAME:

FACULTY SPONSOR'S NAME:

TITLE OF PROJECT:

TO FACULTY SPONSOR: Please complete and sign this form and attach a letter of support. Letters should include:

- (1) a description of how you know each student – how long and in what context
- (2) a candid and confidential assessment of each student's ability to successfully complete the proposed research
- (3) a discussion of your specific contributions to the project and your mentoring strategy
- (4) a statement of commitment of your time and appropriate resources to the project.

The completed form and letter should be placed *in a signed and sealed envelope* and returned to the student to be included in an application packet that is due in ORDA (Woody Hall C-206) by 4:00 p.m., **Friday, January 29, 2010**. Do NOT submit this material electronically.

NOTE: By signing this form, you are agreeing to the following, should the project be funded:

As faculty sponsor for this project, I attest that to the best of my knowledge, this application was prepared in the students' own words with only editorial input from me. I accept the responsibilities of:

- (1) guiding the student's research
- (2) submitting applications for research compliance approvals, as required by the SIUC Human Subjects Committee or Institutional Animal Care and Use Committee
- (3) submitting necessary paperwork for an undergraduate assistantship if the student chooses this option (see pages 1 and 4 of this packet)
- (4) supervising all fiscal expenditures
- (5) ensuring that the student submits a progress report at the end of the Fall 2010 semester, a financial report by February 4, 2011 and a summary report to ORDA at the conclusion of the funding year
- (6) supporting the student's participation in the 2011 Undergraduate Research Forum.

I will advise the students of their ethical responsibility to satisfy the conditions of the Research Award, including providing information on research integrity (plagiarism, falsification of data, etc.).

SIGNATURE: _____ DATE: _____

DEPARTMENT: _____

PHONE #: _____ E-MAIL: _____

