**Student Summer Scholar Application Process**

The application is a collaborative effort between one potential student scholar and faculty mentor(s). An undergraduate student may propose a research, scholarly, or creative project to a faculty member, or a faculty member may actively recruit an undergraduate student to devote about twelve weeks/400 hours to a research and/or creative project during the spring/summer semester.

The application has six sections:

1. Project Goals/Scope

2. Project Feasibility

3. Mentorship/Apprenticeship Plan

4. Student Preparation and Motivation

5. Commitment to Project

6. Dissemination Plan

**AWARD**

The S3 program enables an undergraduate student, with support from faculty mentor(s), to propose an intensive research, scholarly, or creative project to be conducted or created during the Spring/Summer semester. Awards are made based on the quality of the proposals. Each award includes: $4,000 stipend for the student scholar; $750 for supplies and/or services related to the project; and up to $3,000 for the faculty mentor(s) to use as stipend and/or additional support for the project. In total, the maximum for each S3 award will be $7,750. S3 also provides travel grants for S3 student scholars to present their S3 research at academic and/or professional conferences and meetings for two years following the award, or until the scholar graduates from GVSU, whichever comes first.

**STUDENT ELIGIBILITY**

The program is available to undergraduate students at GVSU who have not yet completed the requirements for graduation. Successful students will have demonstrated a record of academic success in their discipline. The student is expected to be enrolled at GVSU as a full-time undergraduate for at least one full semester of study beyond the period of the award (i.e. the following Fall semester).

**FACULTY ELIGIBILITY**

All tenured, tenure-track, visiting, and affiliate GVSU faculty are eligible to mentor S3 students. Faculty will commit an appropriate portion of their time to effectively and actively mentor a student; they will be expected to have a limited teaching/scholarship/service load for Spring/Summer semester. Faculty must disclose any pending or successful applications for additional funding during the Spring/Summer semester.

**APPLICATION**

An undergraduate student may propose a research, scholarly, or creative project to a faculty member, or a faculty member may actively recruit an undergraduate student for full-time collaboration during the Spring/Summer session. The applicants must use the Application Requirements format provided in this document. Completed applications for the 2019 Spring/Summer semester, submitted electronically, are due **Friday, January 25, 2019**.

**Application Requirements**

The required components for a complete S3 application are listed below. All required components are submitted on-line as one complete document. **The application must be written in language understandable to a faculty member from *any* discipline.** Proposals **must** be written in 12 point Times New Roman font, double-spaced, with 1 inch margins. Proposals **must** have a cover sheet featuring a title, student scholar name, and faculty mentor name(s). Proposals **must** include section headers and page numbers.

1. Project Goals/Scope: (limited to 2 pages). This section should be written for a **non-specialist**. Minimize technical jargon; where such terms are necessary, they should be clearly explained so that a faculty member from *any* discipline could understand the purpose and goals of the project. This should include the following:
	1. Background – How does the proposed project fit into the discipline in a broad sense? What specific research problem or creative process is being addressed?
	2. Big picture – Explain the significance or interest of the proposed project. What are the discipline-specific goals of the project? What is the ideal outcome of this project?
	3. References – List references cited. Use a format appropriate for the discipline. References are not included in the final page count for this section.
2. Project Feasibility: (limited to 3 pages). This section may be written in a slightly more technical way. However, a faculty member in *any* discipline must be able to follow most of steps and understand your reasoning. Applicant note: Provide enough methodological detail to demonstrate to the reviewers that the project is feasible for an undergraduate and can be completed in the time frame of the grant.
	1. Define the goals (discipline-specific project-specific goals, or specific aims) for the project and explain the steps necessary to accomplish those goals/aims. What strategies will be used to accomplish the goals/aims of the project? Describe the roles and tasks of the scholar and the faculty mentor.
	2. Address why and how this project is in your area of expertise, both content expertise and methodological expertise. Applicant note: If the project is within your methodological expertise, but not your content area, explain how you will mentor the scholar through the inquiry process (and vice versa).
	3. Include a projected timeline of the project detailing the phases of the project including the responsibilities of the scholar and mentor at each stage. Applicant note: the timeline is expected to be compatible with the events scheduled for the Student Summer Scholars program as noted on the web site, unless the project involves travel for data collection.
	4. Supplemental sections (note: the following are not counted in the three-page limit for this section):
		1. Required: Itemize the budget for the proposal using the budget template in [Appendix 1](#Appendix1). Applicant note: the budget itself must be included within the proposal PDF file that is submitted. There will not be an opportunity to upload a separate budget document during the on-line submission process.
		2. If appropriate, provide a statement concerning the responsible conduct of research procedures for use, care, and disposal of hazardous materials, potentially infectious microorganisms and animals. Include a statement regarding any necessary approval from the Human Subjects Review Committee. Indicate if HRRC or IACUC approval is required.
		3. If appropriate, include letters of support (or other evidence) from outside agencies directly impacted by the proposed project, involved in the project or whose cooperation is necessary to the success of the project. These letters can be combined with your PDF proposal (submitted as one complete document), or emailed to the Office of Undergraduate Research and Scholarship, ours@gvsu.edu.
3. Mentorship/Apprenticeship Plan: (This section must be authored by the faculty mentor and is limited to 3 pages). This plan should be supportive of the discipline specific goals described in Area 2.
	1. Mentorship - What are the faculty mentor’s goals for the student’s learning and development during this project? What pedagogical techniques will the faculty mentor use to help the student achieve those goals?
	2. Preparation – Detail ways in which the student and the mentor have prepared for the project (*e.g.* courses, independent study, research, etc.) Discuss the qualifications of the student and any special circumstances surrounding the student’s situation.
	3. Collaboration – Explain why this project lends itself to active collaboration with a student. Which aspects of this project are accessible to your student?
	4. Independence - Describe how this plan will facilitate greater independence of the student over the course of the project.
	5. Supplemental section (note: the following is not counted in the three-page limit for this section):If the student’s major or overall GPA is below a 3.0, the faculty mentor **must** address how the student is qualified to successfully complete the proposed project.
4. Student Preparation and Motivation: (This section must be authored by the student and is limited to 2 pages *exclusive of résumé* – see [Responsibility of Student Scholar](#Student) below).
	1. Preparation – Describe how you understand the project, its goals and methods, and your role within the project. Describe how you came to be involved with this project. Indicate any preparation or training that you currently have, or will seek, that will assist you in completing the project goals and objectives.
	2. Motivation – What are your goals for learning during the project? How does this project support or enhance your professional and academic goals?
	3. Supplemental sections (note: the following are not counted in the two-page limit for this section):
5. Required: One page résumé listing major GPA, overall GPA, work, volunteer, and educational experiences that will help you complete the project. If needed, consult the Writing Center or Career Services for help in preparing your résumé.
6. If your major or overall GPA is below a 3.0 or if there are any other special circumstances concerning your past course work, you **must** address how you are preparing to successfully complete the proposed project.
7. Commitment to Project: (This section should be authored by both the faculty mentor and student and is limited to 1 page).
	1. The faculty mentor should describe all projects, tasks, and obligations over the S3 period. How will this project be situated within these commitments? Applicant note: all *anticipated* obligations need to be included in this section as well. This includes, but is not limited to, administrative appointments, summer orientation, summer teaching obligations, and other undergraduate research programs. The S3 program MUST be a primary focus of the faculty mentor, but the URC recognizes the complexities of faculty schedules during the summer. In this section, faculty applicants must demonstrate that they will have the time and ability to support an S3 scholar.
	2. The student scholar should describe all coursework, additional employment, travel, and other obligations over the S3 period. How will this project be situated within these commitments? Applicant note: It is expected that the student will treat this project as their primary responsibility for the entire contract period and will spend 30-40 hours a week (400 hours in total) on the project. In general, the only other commitments of the student during the Spring/Summer semester should be taking, at most, one 3 credit class (in either 6 week session) or (but not both) working less than 15 hours a week.
	3. Supplemental Section (note: the following is not counted in the one-page limit for this section):If the faculty mentor will be unavailable or off site at any point during the research process, the faculty mentor must explain how this will not interfere with providing the student scholar with an exemplary mentoring experience.
8. Dissemination Plan (limited to 1 page).
	1. What plans, **beyond** the required events (S3 Showcase and SSD), do the faculty mentor and student have for disseminating the outcomes of the project? How are these venues appropriate for student scholars? Are abstracts/papers for this venue peer-reviewed?

Appendix 1 – Budget Worksheet

|  |  |
| --- | --- |
| Title of Project: |  |
| Student name: |  |
| Faculty mentor(s) name: |  |
|  |  |
| STIPENDS |  |
| Student stipend1 | $4000 |
| Faculty stipend |  |
|  |  |
| PROJECT COSTS (please list items/services and estimated costs)2 |
|  |  |
|  |  |
|  |  |
| TOTAL |  |
|  |  |
|  |  |
| FUNDING FROM OTHER SOURCES (list amount and source)3 |
|  |  |
|  |  |
|  |  |

1 The entire student stipend is expected to be used as summer pay for the student researcher. Additional funds needed beyond the S3 budget for travel or equipment should be obtained through other sources.

2 Justify the purchase of any services, materials, and/or supplies necessary to the project.

3 Indicate other sources of funding for this project applied for and/or obtained, and describe how those funds support this proposed project.

**Responsibility of Faculty Mentor**

The faculty mentor must make certain that the proposed project qualifies as research or other creative endeavor that will contribute to the growth of the scholarly or creative capability of the student scholar.

The faculty mentor must ensure, through collaboration with the student, that: a) the proposal is well-written and can be understood by an educated person who is not a specialist in the field; b) the application is complete and follows the prescribed format; and c) required information on responsible conduct of research sections (with appropriate protocols/forms) are supplied.

Further, the faculty mentor must certify the accuracy of the budget figures and determine whether any items listed can be obtained through means other than by the funding from the Student Summer Scholars Program. The faculty mentor must also certify that the student scholar has received appropriate training and, if required, submit the appropriate forms for work involving human subjects, live vertebrate animals, radioisotopes or other hazardous materials.

The faculty mentor must approve the final report submitted by the student applicant for the institutional repository and make certain these reports meet disciplinary expectation as to the writing quality, presentation, contribution to the field, as well as submitted in a timely manner.

**Responsibility of Student Scholar**

Each student scholar shares the responsibility, with their faculty mentor, for the quality of their learning experience. They need to be self-directed in their research, be an active participant in the program, and provide meaningful feedback to the faculty mentor, and the Director of the Office of Undergraduate Research and Scholarship and the Undergraduate Research Council Chair when needed.

It is the responsibility of the scholar to make sure that the application is complete and submitted to the Student Summer Scholars by the application deadline. The scholars also need to work with their faculty mentor to ensure that they have received appropriate training and, if required, submitted the appropriate forms for work involving human subjects, live vertebrate animals, radioisotopes or other hazardous materials.

Each student scholar must fulfill the requirements of the program. These include: a) participating in the summer activities; b) designing and presenting a poster or oral presentation at the S3 Showcase and Student Scholars Day; c) completing an abstract and final paper by the designated deadline and submitting the paper to the GVSU institutional repository; d) providing constructive feedback to the OURS Director and URC Chair.

**How S3 Defines Mentorship**

An exemplary Student Summer Scholars mentoring experience:

#### Develops students’ intellectual independence

#### Recognizes that the scholarship/research/creative activity is very different from the typical classroom experience

#### Understands that independent scholarship requires a level of intellectual independence that is new to most students

* Acknowledges that the independent scholarship and mentoring experience might be one of the biggest challenges students have undertaken thus far, and can be daunting
* Helps students progress from being receivers of information to being contributors:
1. It is the faculty mentor’s responsibility to provide an environment in which the students can make this transition
2. The faculty mentors serve as leaders at the outset of the investigation – assigning reading, other tasks and generally setting the tone for the entire program
3. Students learn that their subject/project is not as complete and finished as they might have thought – there are new questions to ask and answer, and known results to extend
4. In the latter stages of the program, students should be able to work with more independence on original work
5. By the end, the student should have more control of the direction of the program, and faculty mentors and students can work together like colleagues
* Exposes students to the tools and/or methodologies of the discipline or interdisciplinary endeavor, for example: problem selection, literature searches, background reading, experiments, creative practice, etc.
* Provides effective and meaningful student-faculty interaction:
1. Students should maintain a thorough understanding of their specific responsibilities, and the tools and resources available to successfully fulfill those responsibilities
2. Faculty mentors participate fully in all aspects of the summer experience of the students
3. Faculty mentors hold frequent and regularly scheduled meetings with the students and are available as often as needed
* Provides a cooperative and non-competitive environment in which the students can learn and engage in active scholarship
* Provides experiences and information that can help students make decisions about their futures in their field or interest area
* Provides direction to enhance and reinforce the students’ discipline-specific or interdisciplinary methodology and skills
* Enhances students’ communication skills:
1. Provides opportunities for students to share their work in oral and written forms - building their confidence and independence
2. Provides plenty of feedback - evaluation of progress, comments/suggestions on writing and oral presentations, discussion of the potential or future aspects of the project
3. Teaches students that almost as important as the research itself is the ability to explain and present it clearly and effectively
* Helps students establish collaborations with others interested in or involved with their research/topic/creative project
* Learns and respects students’ personalities and styles of work, understands their expectations, and is transparent with them about what the work is going to be like
* Remembers that one of the most valuable lessons the students can learn is uncertainty. While students may be very interested in discovering and knowing an answer, faculty understand that discovering answers often leads to more questions
* Requires patience