**Georgia College Mentored Undergraduate Research and Creative Endeavors (MURACE)**

**Summer Scholarship Funding**

**Call For Proposals - Deadline: Noon, Friday, March 19, 2018**

The opportunity for undergraduate students to participate in scholarship (i.e., research or creative activities) has become an important part of Georgia College’s emphasis on engaged-learning. Although many students engage in scholarship during the academic year, the most intensive and rewarding work often occurs during the summer months when both the students and their mentor (i.e., faculty or teaching staff) can devote full efforts to their scholarship without the pressures of coursework and teaching. However, most students seek summer employment to pay for some of their college costs for the following year and are unable to participate in summer scholarship unless they receive funding or wages. Through the MURACE Summer Funding program, up to five (5) Georgia College students will be able to pursue their own scholarship projects or creative endeavors (i.e., substantial contribution and co-authorship with faculty mentor or one’s own personal mentored research project) under the mentorship of a faculty member or become part of a faculty scholarship project.

In responding to the need to provide additional opportunities for students to participate in summer scholarship projects, Georgia College will offer a limited number of undergraduate scholarship funding of no more than $2,500 each for the summer of 2018. There is additional funding for their faculty mentor ($500). Faculty may mentor any number of student research projects in the MURACE summer scholarship program; however, the faculty member will receive a maximum of $1,000 if a faculty member mentors more than one summer scholarship funding recipient.

**FUNDING**

Students: $2,500

* Students will be paid as monthly employees,
* Students must fill out paperwork and attend orientation with GC Human Resources,
* Required payroll deductions reduce the amount of the funding received in their monthly paycheck,
* Students are required to approve their monthly timesheet through the OneUSG system for the duration of the funding (Human Resources training provided),
* Students may not submit team applications. If multiple students are working with the same faculty mentor, each student must submit a separate application. The individual applications should demonstrate that students are making significantly unique contributions to a similar study,
* Apply to the Institutional Research Board (IRB) or Animal Use Proposal (IACUC) if appropriate for the scholarship (see INSTITUTIONAL RESEARCH NOTES below to determine the need as it relates to your scholarship),
* Recommendation: Submit IRB shortly after applying for a funding,
* Complete [survey and reflective essay](https://gcsu.co1.qualtrics.com/jfe/form/SV_0xftoVu11mHJmF7) on the mentored scholarship (i.e., research or creative activity) experience no later than Noon, Monday, September 17, 2018,
* Present their scholarship (i.e., research or creative activity) at the MURACE Fall 2018 Symposium (Date TBD) or Fall 2018 GURC (TBD – October/November),
* Submit a copy of your final scholarship in an appropriate medium and detailed plans for presenting the scholarship at an appropriate conference to MURACE along with this application. Provide plans to present the results of the project at an appropriate regional or national conference or at the Georgia College Student Research Conference in spring semester 2019.

In addition to the application documentation required (see above), funding recipients (including faculty mentors) are required to:

• Before beginning summer research or creative endeavor, training at MURACE, located in the Center for Teaching & Learning, on April 23, 2018 at 5:30 PM in Library 376 is required,

• Submit bi-weekly time sheets to the Director of the Center for Teaching and Learn for approval through the OneUSG system for the duration of the funding (students only),

• IMPORTANT: ALTHOUGH FUNDING IS DISTRIBUTED AS MONTHLY PAYCHECKS PER THE REQUIREMENTS OF THE OFFICE OF HUMAN RESOURCES, FOR THE PURPOSES OF THE RESEARCH FUNDING, STUDENTS WILL BE REQUIRED TO COMPLETE THEIR RESEARCH EVEN IF THE FULL FUNDING HAS BEEN DISTRIBUTED. FAILURE OF THE STUDENT TO COMPLETE THE PROJECT WILL RESULT IN FORFEITURE OF THE FUNDING AND A HOLD WILL BE PLACED AGAINST THE STUDENT UNTIL THE FUNDING IS REPAID. CONSEQUENTLY, IT IS THE RESPONSIBILITY OF THE FACULTY MENTOR TO ENSURE THAT THE STUDENT RESEARCHER IS MAKING PROGRESS. IF IN THE OPINION OF THE MENTOR, THE STUDENT IS NOT MAKING PROGRESS ON THE PROJECT, **THE MENTOR SHOULD NOTIFY THE DIRECTOR OF THE CENTER FOR TEACHING AND LEARNING BEFORE THE DIRECTOR SIGNS THE MENTEE’S TIME CARD.**

**INSTITUTIONAL RESEARCH BOARD NOTES**

Note 1: For projects involving live, vertebrate animals, approval of the project by the Institutional Animal Care and Use Committee (IACUC) is required before funds can be distributed. For more information about the policies, procedures, and assurances required by IACUC, see: [www.iacuc.org](http://www.iacuc.org/)

Note 2: For projects involving human participants, approval of the project by the Georgia College Institutional Review Board (IRB) is required before funds can be distributed. For more information about research involving human participation and the IRB approval process, see: irb.gcsu.edu

**ELIGIBILITY REQUIREMENTS**

• Be a returning full-time undergraduate student at Georgia College for the Fall 2018 semester,

• not receiving other summer support as wages, grants, or funding during the funding period,

• have completed a minimum of 30 semester hours of coursework before the Spring 2018 semester,

• minimum overall GPA of 2.75 before the Spring 2018,

• be in good standing with Georgia College (no academic or judicial probation),

• written approval from the student’s Department Chair, Dean, and faculty mentor, and

• the primary faculty mentor must be a Georgia College faculty member (includes adjunct faculty) with expertise in the subject (a secondary mentor may also contribute to the project provided the mentor has appropriate expertise in the subject; Georgia College affiliation is not required for secondary mentors); however, only the primary Georgia College mentor is eligible to receive a $500 funding).

**Acceptable Projects Include:**

• Original scholarship (i.e., research or creative activity) designed in conjunction with the primary mentor, to which the student will contribute substantial data collection and analysis in the case of research and application of appropriate creative skills in the case of creative activities,

… or …

* Original projects designed by the student that require oversight and support from the faculty mentor(s),

… or …

• Community-based, participatory-action scholarship in which the project responds to research or creative activity requested by an external organization.

**APPLICATION SUBMISSION PROCESS**

A completed application for a Summer Scholarship Funding must include:

• Application cover page (serves as the cover page),

• Abstract of proposed scholarship (i.e., research or creative endeavors) of 150 words,

• Narrative (i.e., research hypothesis or creative-work objective(s), methods of investigation or creative media that will be applied, expected results, and justification as to how the study’s goals will be accomplished in the allocated timeframe and why you should receive funding),

• Timeline that demonstrates how the project extends across the 2018 summer semester (A minimum of eight (8) summer semester weeks of work on the project is required),

• Details of the role of the faculty mentor - description of his or her role in the project and uniqueness of your project as compared to a more extensive project in which the faculty mentor is currently involved,

• Detailed plans for presentation of the results of your project at a professional conference, GURC, or the Georgia College Student Research Conference in spring semester 2019, and

• Letter of support from your faculty mentor specifically endorsing the merit and plausibility of the project and outlining both the student and mentor’s roles.

Please submit a signed copy of your completed application packet to [urace@gcsu.edu](mailto:urace@gcsu.edu) on or before **Noon, Friday, March 19, 2018**. Please have your faculty mentor send his or her letter of support to [urace@gcsu.edu](mailto:urace@gcsu.edu) on or before the deadline date. The review of applications will commence shortly after the deadline date so that recipients can be announced on or before Monday, April 16, 2018.

REQUIREMENTS UPON COMPLETION OF SUMMER SCHOLARSHIP

\_\_\_\_\_\_ Completion the MURACE online survey of the summer scholarship experience (mentor and student) by September 17, 2018,

\_\_\_\_\_\_ Presentation of reflections of the scholarship experience at the MURACE Fall 2018 Symposium (Date TBD),

\_\_\_\_\_ Provide evidence of IRB or IACUC approval (if applicable),

\_\_\_\_\_\_ Provide plans to present the results of the project at an appropriate regional or national conference, GURC, or the Georgia College Student Research Conference in Spring 2019,

\_\_\_\_\_\_ Submission of a copy of the final scholarship in an appropriate medium and plans for presenting the scholarship at a professional conference to urace@gcsu.edu (MURACE at the Center for Teaching & Learning) no later than noon, Monday, September 17, 2018.

\_\_\_\_\_\_ Submit a reflective essay (using the rubric provided) on the experience to MURACE at urace@gcsu.edu no later than Noon, Monday, September 17, 2018.

Failure to meet these requirements will require that the student and faculty funding be returned to the MURACE in full.

Georgia College Mentored Undergraduate Research and Creative Endeavors

(MURACE) Funding for Summer Scholarship

APPLICATION FORM

MURACE in the Center for Teaching and Learning will provide $2,500 in funding for up to total of five (5) students for mentored undergraduate research or creative endeavor projects for Summer 2018. These funds are intended to support undergraduate students so that they can devote a minimum of eight weeks of full-time effort to research or creative activities under the guidance of a faculty mentor.

Name as it appears on your Georgia College official records:

Local street or campus address:

City or town: Zip Code:

Home street address:

City or town: Zip Code:

Contact Telephone:

Major:

GPA in Major: Overall GPA:

Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department in which project is based: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Mentor’s Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_

Signature of the applicant’s Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Signature of GC faculty mentor (primary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of additional faculty mentor (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION DEADLINE IS noon, March 19, 2018

For additional information, contact Dr. Doreen Sams at 445-0966 or e-mail the MURACE at [urace@gcsu.edu.](mailto:urace@gcsu.edu)

Submitting Application Instructions: Fill out this application form (do not save), print, scan into a PDF, and include with other required documentation on or before the due date.

**Summer Funding 2018 Proposed Budget**

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Student Applicant Name As it appears on your official Georgia College Records

Student Campus Email Address Student Contact Number Primary Faculty Mentor (GC) Name

Primary Faculty Mentor Department GC School or College

Primary Faculty Campus Email Address Primary Faculty Mentor CBX #

Course Title and Name Primary Faculty Campus Telephone # Additional Faculty Mentor Name (if applicable) Additional Faculty Member Affiliation

Additional Faculty Mentor Email Address Additional Faculty Member Telephone #

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| --- | --- | --- | --- |
| Please List All Anticipated Expenses | | | |
| Please include a justification for all expenses (does not include student funding). | | | |
| Proposed Expenditure | Justification | | Amount |
| Student Funding | N/A | | $2,500 |
| Faculty Funding |  | |  |
|  | | Total Proposed  Expenses | $ |
|  | |
| Approved Amount |  |

Note: Maximum Funding

Student - $2,500

Faculty - $500