

**2019 SUMMER UNDERGRADUATE RESEARCH, SCHOLARLY
AND CREATIVE ACTIVITY PROGRAM
FELLOWSHIP APPLICATION GUIDELINES**

Fellowships support collaborative research, scholarship, and creative activity between undergraduate students and faculty or staff mentors, and encourage student participation in the full range of experiences, including project design and implementation, analysis and summary of results, and professional communication of findings. Proposals may be a collaboration between student and mentor, but should be substantially the work of the student, and should include evidence of student motivation and originality. It is recommended that students applying for fellowships have successfully completed a course-based or employment related research/scholarly/creative activity, or a research methods course.

To apply, students should submit a 3 page (maximum) single-spaced Word document (12 point font) that addresses each of the areas below. **Mentors** must submit a mentor plan along with the student proposal. Applications with incomplete or missing mentor plans will not be considered.

Submit applications electronically to ursca@uwsuper.edu by noon on **Monday, May 13, 2019**.

Please use the outline below and number the sections:

STUDENT APPLICATION

- 1) **Project title**
- 2) **Student name, year, and ID#**
- 3) **Type of application: Fellowship (200-hour project)**
- 4) **Faculty/staff mentor's name and department**
- 5) **Project description:** This should be written clearly and be understandable to a non-specialist and those outside of your discipline. The project description should include:
 - a) Research question or creative goal stated and clearly described;
 - b) Project design and the method(s) that will be used to answer the research question or complete the project; include the activities that will be conducted;
 - c) Proposed project outcome or final product.

Any travel proposed should be directly related to the research or creative project. Proposals that include international travel for research activity will be considered if the student is participating in a UW-Superior sanctioned study abroad program or accompanied by their mentor. Students considering projects with an international component should consult with the Director of Undergraduate Research, Scholarship and Creative Activity, before applying.

- 6) **Timeline of activities:** Provide a list of project activities and a timeline of when you expect to complete them during the summer. Be realistic about what can be accomplished in the project timeframe. If this project is part of a larger research or creative undertaking, outline the larger

project and identify how this proposal fits in and what contribution it will make to the larger effort. Identify and describe the specific activities that will be completed within your project timeframe.

- 7) **Project budget:** Include a budget that identifies all expenses anticipated for the project. These might include copying, postage, gas or other travel expenses, or purchasing supplies for an activity. The program does not provide additional funds for supplies and expenses - these must be covered by the student stipend, provided by the department of the faculty/staff mentor, or another source. Be sure to indicate how you will cover any expenses other than your time.
- 8) **Final product:** Clearly identify the final product expected from your project. This might be a new laboratory method or technique, artwork, a musical composition, a report or academic paper on a topic, or a contribution of information to an archive or database, for example.
- 9) **Prior research/scholarship/creative experience:** Indicate whether or not you have completed a research methods course or have had any previous experience with a research, scholarly or creative project through coursework, employment, or another activity. Prior experience will be considered by reviewers in evaluating student readiness to undertake the project proposed.
- 10) **Personal statement:** Include an original statement describing your learning goals for the proposed project, what you hope to gain from this experience, and how the project will add to or enhance the discipline, campus, or community.

MENTORING PLAN – to be provided by faculty/staff mentor

The mentoring plan is in addition to the 3 page proposal, but should accompany it. Please use the following format:

1. What is your assessment of the student's preparedness to take on and complete the project proposed?
2. How will you work with the student to provide guidance and support student development over the course of the project?
3. When and how will you meet with the student?
4. Please identify the type and duration of any study abroad responsibilities, travel plans, or other commitments away from campus for the summer. **Reliance on long distance mentoring is discouraged.** If there will be a need for long-distance communication at any point during the project, please address that and identify how you will insure that the student has the necessary support and guidance during your absence.

Review Process for Fellowship Proposals

- Applications will be reviewed by the Director of Undergraduate Research, Scholarship, and Creative Activity (URSCA), and the Associate Dean of Academic Affairs.
- Reviewers will consider these and additional criteria as elaborated in the SURF rubric:
 - Clarity of the research question or creative goal;
 - Project design, and likelihood of the student completing the proposed research/project within the allotted period;
 - Student's motivation and goals, including the significance of the proposed project to the discipline, campus, and/or community.
 - Mentor's plan for guiding and supporting the student.
- Recipients will be notified by May 20, 2019.
- Orientation sessions for successful applicants (both students and mentors) will be held in late May.