

UNIVERSITY OF WISCONSIN – SUPERIOR
2021 SUMMER UNDERGRADUATE RESEARCH PROGRAM
FELLOWSHIP APPLICATION GUIDELINES

Fellowships support student-driven research, scholarship, and creative activity between undergraduate students and faculty or staff mentors, and encourage student participation in the full range of research activities, 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, and/or a research methods course.

To apply, students submit a Word document (single spaced, 12-point font, maximum of 3 pages) 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 5 p.m. on **March 8th, 2021**.

Please use the outline below and number the sections:

STUDENT APPLICATION

- 1) **Student name, year, and ID#**
- 2) **Type of application: Fellowship (200-hour project)**
- 3) **Faculty/staff mentor's name and department**
- 4) **Project title**
- 5) **Project description:** Describe the project you are proposing to do. This should be written clearly and be understandable to a non-specialist and those outside of your discipline. The project description should include:
 - a) A **background statement** on the topic of your proposal and the significance of this project.
 - b) Your **research question or creative goal**, clearly stated, including the objectives of the project (no more than 3). If the project you are proposing is part of a larger research project on campus, be sure to explain the objectives of your project and how your work fits into the larger effort.
 - c) Describe your **work plan**, including the methods you will use to answer your research question or complete your project.
 - d) Identify the specific **project outcome or final product**. What will be accomplished?
- 6) **Timeline of activities:** Provide a timeline of specific project activities and when you expect to complete them during the summer. Be realistic about what can be accomplished in 200 hours!

NOTE: Projects that involve **human subject research**, including interviews, surveys, or questionnaires which will collect human data and use it in any way, must be approved by the UW-Superior Institutional Review Board (IRB). Review the information on the IRB web page at <https://www.uwsuper.edu/irb/index.cfm> with your mentor and complete the IRB Decision Tree Survey together in order to determine the level of review your project needs. Contact the IRB at irb@uwsuper.edu if you have specific questions. The IRB meets monthly and IRB review will be available over the summer if needed, but this step must be completed before projects can begin.

- 7) **Project budget:** Include a budget that identifies all expenses anticipated for the project. These might include items like copying, postage, or purchasing supplies or materials. 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 explain how you will cover any expenses other than your time.
- 8) **Final product and dissemination:** Identify the form of the final product expected from your project. This might be a new laboratory method or technique, artwork, a musical composition, a manuscript or academic paper, a contribution of information to an archive or database, or software, for example. How do you propose to disseminate your work to others?

NOTE: Fellowship recipients are required to share their work at the campus SUR Symposium, and in at least one other venue such as the UW-System Symposium for Undergraduate Research and Creative Activity, Research in the Rotunda, a discipline-specific meeting or conference, a public performance or exhibition in the community, or a submission to an undergraduate research journal or other professional publication.

- 9) **Prior research/scholarship/creative experience:** Describe any previous experience with a research, scholarly or creative project through coursework, employment, or another activity. If you have completed a research methods course, identify it. Prior experience will be considered by reviewers in evaluating student readiness to undertake the project proposed.
- 10) **Personal statement:** Provide a brief statement which includes your personal learning goals for this project and what you hope to gain from this experience. How might this project 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 (NOTE: consider the UW-Superior COVID-19 protocols when responding).
4. Please identify the type and duration of your other commitments for the summer.