Center for Undergraduate Research and Creative Activities
REACH Awards Competition
For 2017-2018 Academic Year Project Activity

APPLICATION INFORMATION

The Center for Undergraduate Research and Creative Activities (CURCA), the Office of the Provost and Vice Chancellor of Academic Affairs, and the Office of the Vice Chancellor for Research are pleased to announce the annual undergraduate research/creative activity **Research Enriched Academic Challenge (REACH) award** competition.

AWARDS of up to $1,500 support original creative activity and research projects by SIU Carbondale undergraduate students working with a faculty mentor. Awarded projects also include the opportunity for REACH recipients to be paid for 10 hours per week through an undergraduate assistantship for working on their projects for the fall and spring semesters of the award period; however, the REACH recipient must meet undergraduate assistantship eligibility requirements.

Awardees for the 2017-2018 academic year are selected through a competitive application review process. Award recipients may have the opportunity to receive academic credit for research/creative projects; check with your faculty mentor.

Award activities are carried out between July 1, 2017 and June 30, 2018, and include presentation of a poster at the annual Undergraduate Creative Activities and Research Forum on the first Monday in April 2018, submission of a progress report, financial report, final report, and exit questionnaire as designated throughout the year. Eligible awardees are also expected to work with their mentor to create and submit the funding proposal through the National Science Foundation for the NSF Graduate Research Fellowship Program (GRFP) to seek support for their graduate level studies.

SUSTAINABILITY AWARDS: Funding for REACH projects specifically related to sustainability may be possible through REACH partnering with the SIU Carbondale Sustainability Council. A sustainability-focused project can be generated by any discipline on campus. Sustainability, as defined by the Sustainability Council (using the definition from the Association of University Leaders for a Sustainable Future), *implies that the critical activities of a higher education institution are ecologically sound, socially just and economically viable, and that they will continue to be so for future generations. A truly sustainable college or university would emphasize these concepts in its curriculum and research, preparing students to contribute as working citizens to an environmentally healthy and equitable society. The institution would function as a sustainable community, embodying responsible consumption of energy, water, and food, and supporting sustainable development in its local community and region.* Though this definition focuses on campus sustainability, projects related to a broader definition of sustainability are also welcome. **Make sure to clearly state in your abstract and project description how your project is sustainability-related.** Contact REACH with questions.

ELIGIBILITY: Degree-seeking undergraduates in all SIU Carbondale majors are encouraged to apply. Applicants must be currently enrolled full-time Southern Illinois University Carbondale students with a GPA of 2.5 or better, and must also enroll as full-time Southern Illinois University Carbondale undergraduate students during at least the fall and spring semesters of the 2017-2018 academic year. Applicant GPAs will be considered in the review and selection process. Applicants must work closely with a faculty mentor in their area of research/creative interest to plan the project, prepare the application, and carry out the project. Only one application may be submitted per student. Past recipients of this award are not eligible to reapply.

DEADLINE: **Applications must be submitted online through SIU Online and opens on Tuesday, January 24th, 2017, and closes 11:59 p.m., Friday, March 10th, 2017**. **Paper applications and applications submitted after the deadline will <u>not</u> be accepted.** Students must self-register for the "REACH 2017" special activity in SIU Online and then submit all application materials for the REACH award competition into "REACH 2017" **no later than 11:59 p.m., Friday, March 10th, 2017.** It is the applicant's responsibility to ensure that the online application is completed and submitted by the deadline.

ONLINE SUBMISSION: Log in to SIU Online and self-register for the "REACH 2017" special activity. **For team projects, each member of the team must register individually; however, the application is submitted under only one of the registered team members.** Once registered, you will be able to view application information and **upload your application as one PDF file** into "REACH 2017" during the submission period stated above. Contact REACH if you have difficulty with this process. **IF YOU NEED ASSISTANCE SAVING THE ENTIRE APPLICATION PACKAGE AS <u>ONE</u> PDF DOCUMENT, CONTACT REACH (but don't wait until the last minute)!**

APPLICATION GUIDELINES: Talk with your faculty mentor before and during preparation of your application. **Be sure to follow the guidelines below; failure to follow them may disqualify your application.** Application materials must be typed. All pages of the application following the cover sheet (except unofficial transcript and resume) are to have the **applicant's last name and page number in the upper right-hand corner**. Documents should be saved using standard file types, such as .doc, .docx and .pdf and then merged into <u>one</u> pdf document. Contact REACH at 453-4433.

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

I. Cover sheet, signed by the applicant, faculty mentor and department chair (Team projects require a separate cover sheet for each team member)
II. Abstract: 300 word maximum
III. Project description: 2 page maximum
IV. Literature cited: 1 page maximum
V. Itemized budget and budget justification: 1 page maximum
VI. Resume: 1 page maximum (Team projects require separate resume for each team member)
VII. Unofficial Transcript (Team projects require transcript for each team member
VIII. Team Project Leadership Plan (Team Projects Only): 1 page

> **Sections I – VIII must be uploaded by the student applicant into the application system as <u>ONE PDF FILE</u>.**

IX. Letter of support and completed Faculty Recommendation Form from your faculty mentor, to be submitted by the faculty mentor via email to reach@siu.edu or hand delivered to Student Services Building, Room 126. See directions on the form. **For team projects, the letter of support 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.**

QUESTIONS? Contact REACH at 453-4433 or reach@siu.edu.

APPLICATION SECTIONS

NOTE: The REACH competition review committee consists of individuals from a variety of academic disciplines and not necessarily in your field of study, so identify acronyms and write your abstract and project description to an educated but not necessarily expert audience.

I. <u>Cover Sheet:</u> You may use the form available in "REACH 2017" in SIU Online or the form provided in this packet. **Team projects require a separate cover sheet completed for each team member.** Complete, print, obtain signatures, and scan into a pdf document to include in your application package. Contact REACH if you do not have access to a scanner or need assistance.

II. <u>Abstract</u> (300 word maximum): The abstract should be a brief description of your project objectives and expected results. The abstract should be written by the undergraduate student applicant for an educated but not expert audience. Use of technical language or discipline-specific jargon is prohibited. Failure to heed this requirement may be detrimental to your evaluation scores. It should be a maximum of 300 words, typed, single-spaced, no smaller than 10-point type, with 1-inch margins. No attachments or appendices are allowed. Assure applicant's last name and the page number are in the upper right-hand corner. If submitting a sustainability-related project, clearly state how your project is sustainability-related.

III. <u>Project Description</u> (2 page maximum): The project description should be written by the undergraduate student applicant as a clear statement of the work to be undertaken, using the six headings below (use <u>both</u> the letter and the heading as shown in A–F). It should be a maximum of 2 typed single-spaced pages long, no smaller than 10-point type, with 1-inch margins. No attachments or appendices to the application are allowed. Assure applicant's last name and the page number are in the upper right-hand corner. If submitting a sustainability-related project, clearly state how your project is sustainability-related.

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

A. **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.

B. **Statement of Significance and Impact:** Explain the significance and impact of your project as it contributes to the advancement of learning in your field (i.e., the big picture), to the enrichment of our cultural and aesthetic heritage, to the public welfare (i.e., the greater good), and/or to other research in your lab. Be sure to clearly express/explain why your project should be funded.

C. **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. This is your opportunity to convince the reader that you are prepared to carry out this project. Remember: The REACH award is NOT a scholarship, but rather a stipend to carry out a specific, well-designed, original research, scholarly, or creative project.

D. **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 **<u>timeline</u>** for completing your project. Remember to think this through thoroughly and talk with your mentor for guidance.

E. **Outcomes:** What are your expected results or the expected range of results? What are your general conclusions if the data support your hypothesis? What happens if your data do not yield the results you expected? How will you interpret "other" results? For creative projects, what will be the final "product" of the proposed project? Possible products are a collection of literary work, a performance, a painting, etc. Be specific.

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

IV. <u>Literature Cited</u> (1 page maximum): Bibliography of the works cited in section II. It should be a maximum of 1 typed single-spaced page long, no smaller than 10-point type, with 1-inch margins. No attachments or appendices are allowed.

V. <u>Itemized Budget and Budget Justification</u> (1 page maximum): How will the award money be used for your project? On this page, list your specific budget items, which may total no more than $1,500. The budget justification section should include a detailed explanation and justification of each item in your budget. The award may be used to purchase project supplies, pay for travel expenses of the student, poster preparation costs, or contract for services associated with conducting the proposed project. Avoid inclusion of office supplies, standard books, and general use software. If poster preparation costs are not included in your budget, explain in the justification section how the cost of your poster will be covered. It should be a maximum of 1 typed single-spaced page long, no smaller than 10-point type, with 1-inch margins.

Up to **$600** of the total may be used toward student attendance at a professional conference. **For team projects, clearly state in your budget how these funds will be allocated among the team members.** An applicant or team may request, <u>prior to application submission</u>, to include more than $600 toward the cost of the student to attend a professional conference; however, written approval from CURCA Director is required to be included in your application and must be obtained <u>prior to the application deadline</u>. Contact REACH to schedule an appointment to discuss your request with the CURCA Director. Receiving this approval does not allow the student's/team's project to exceed the $1,500 maximum nor does it guarantee that the student's/team's project will be awarded by the review committee. The budget may **NOT** include gift cards, incentives, or any salary or wages for the student researcher, faculty mentor, or other personnel. (Do not include assistantship funds in the budget.) All commodities and equipment will remain at SIU Carbondale when the project is completed.

Itemized Budget and Budget Justification Examples:

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*
             $ 40   Photocopying, photography
             $ 300   Travel
             $ 60   Poster preparation
             $ 300   Computer software
             $1,500   Total

            Budget Justification: *The majority of the funds, $800, will be used to reimburse the survey participants for their time ($20 x 40 participants). $40 will cover the cost of survey preparation (xeroxing, color pictures, etc.) $60 will be used for poster preparation for presenting at the Undergraduate Creative Activities and Research Forum. $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.*

VI. <u>Resume</u> (1 page): Highlight any previous experience that will help you to successfully complete your project. You may include a personal statement that explains any discrepancies or special circumstances in your experience, background or transcript. **For team projects, a separate resume is required for each team member.**

VII. <u>Transcript</u>: Your GPA and grades are reviewed by the committee. **For team projects, a separate transcript is required for each team member.** To save a PDF copy of your current unofficial transcript from SalukiNet: (1) Open your unofficial transcript in SalukiNet; (2) Right-click the unofficial student academic record screen; (3) Select "Print…"; (4) Under "Select Printer," select "Adobe PDF," select "Print" button; (5) Save file onto your computer. As with other documents in your application, merge with the rest of your application as a SINGLE PDF file prior to submitting. If you need assistance, please contact REACH.

VIII. <u>**Team Project Leadership Plan**</u> **(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, and the proposed number of assistantships for the project. The following are recommended 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 the proposed number of assistantships for the project and how you plan to handle the assistantship(s), keeping in mind that the assistantship(s) should be proposed 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.

<u>INFORMATION ABOUT THE UNDERGRADUATE ASSISTANTSHIP & APPLICATION</u>: Team members must work with the faculty sponsor to determine the number of assistantships proposed for the team project and how the assistantship(s) will be handled and note it in the Team Project Leadership Plan. The assignment of the assistantship(s) should 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, one assistantship may be proposed with it being split, so that each student has an assistantship for one semester.

The Undergraduate Advisory Committee decides the number of assistantships for an awarded team project, taking into consideration the information provided in the Team Leadership Plan.

IX. <u>**Faculty Recommendation Form & Letter of Support**</u>**:** Ask your mentor complete the form provided in this packet. Your faculty mentor submits the completed and signed form with a letter of support addressing the five required criteria listed on the form **no later than 11:59 p.m. on Friday, March 10th, 2017,** to <u>reach@siu.edu</u> or hand delivered to Student Services Building, Room 126. **For team projects, the letter of support 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.**

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CHECKLIST

Please make sure that each item below is included in your application packet. See application packet for instructions on each guideline below. <u>The checklist is also available in SIU Online – this form is included for your informational purposes only.</u>

Applicant Name _____

Title of Project _____

1. Application Materials Typed ❑

2. Applicant Last Name and Page Numbers (upper right corner)
    of Abstract, Project Description, Literature Cited, and Budget pages ❑

3. 10-point Font Minimum & 1 inch Margins ❑

4. Abstract written in lay language ❑

5. Project Description Headings Used (both number and wording) ❑

6. Project Description Headings in Order ❑

7. Page Limits Not Exceeded ❑

8. No more than $600 requested for conference travel of student (or have received
    permission for increased amount from CURCA Director prior to application deadline) ❑

9. Cost of poster printing included in budget or explained in budget justification of how
    poster printing costs will be covered ❑

10. Team Project Leadership Plan (if team project) ❑

11. Requested Faculty Recommendation Form and Letter which addresses
    5 criteria outlined on form (allowing mentor sufficient time to complete) ❑

Failure to follow application guidelines may disqualify your application.

Want CURCA staff to review your application for formatting before you submit?
Contact CURCA at 453-4433 or reach@siu.edu.

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COVER SHEET
(Please Type)

APPLICANT NAME:

DAWG TAG NUMBER:

MAJOR:

TITLE OF PROJECT:

FACULTY MENTOR (NAME AND DEPARTMENT):

ENROLLED IN UNIVERSITY HONORS PROGRAM: ❑ Yes ❑ No

SUSTAINABILITY PROJECT? ❑ Yes* ❑ No
   *If yes, must clearly state in abstract and project description how project is sustainability related.

EXPECTED SEMESTER AND YEAR OF GRADUATION:

E-MAIL ADDRESS (use siu.edu address):

CURRENT ADDRESS AND TELEPHONE NUMBER:

PERMANENT HOME ADDRESS AND PHONE NUMBER (if different than current address listed above):

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

_____
Student Applicant Signature/Date

_____
Faculty Mentor Signature/Date

_____
Department Chair/Director Signature/Date

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FACULTY RECOMMENDATION

TO STUDENT APPLICANT(S): Please legibly print or type the information requested below and then give this form to your faculty mentor. It is your responsibility to ensure that your faculty mentor completes this signed form and a letter of support from your mentor and submits them to reach@siu.edu or hand delivered to Student Services Building, Room 126 to be included in your application.

STUDENT'S NAME:

FACULTY MENTOR'S NAME:

TITLE OF PROJECT:

****

TO FACULTY MENTOR: Please complete and sign this form and attach a letter of support. Letters **MUST** include:
 (1) a description of how you know the student – how long and in what context
 (2) a candid and confidential assessment of the 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.
 (5) how this project fits within the culture of preparation of new researchers in your field.

 The completed form & letter should be signed (either by hand or with electronic signature) and emailed to
 reach@siu.edu or hand delivered to Student Services Bldg., Rm 126, **no later than Friday, March 10th, 2017.**

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

As faculty mentor 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 SIU Carbondale Human Subjects Committee or Institutional Animal Care and Use Committee
   (3) submitting necessary paperwork for an undergraduate assistantship (see pages 1 and 3 of this packet)
   (4) supervising all fiscal expenditures, assuring no expenditures occur for this project before July 1, 2017 or after June 30, 2018 (following university internal purchasing deadlines if earlier)
   (5) ensuring that the student submits a progress report at the end of the fall 2017 semester, a financial report in late February 2018, and a final report and exit questionnaire to the REACH program at the conclusion of the funding year.
   (6) assisting student (if eligible) in creation and submission of the National Science Foundation Graduate Research Fellowship Program (GRFP) to seek support for the student's graduate level studies.
   (7) supporting the student's participation in the 2018 Undergraduate Creative Activities and Research Forum.

I will advise the students of his/her 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: _____