

2014 REACH AWARDS COMPETITION UNDERGRADUATE RESEARCH/CREATIVE ACTIVITY AWARDS

APPLICATION PACKET for TEAM PROJECTS

The Center for Undergraduate Research and Creative Activities and the Office of the Provost and Vice Chancellor are pleased to announce the annual Undergraduate Research/Creative Activity Award competition.

AWARDS of up to \$1,500 support original research and creative activities by undergraduate students working with a faculty sponsor. Award activities are to be carried out during the period from July 1, 2014 through June 30, 2015, and include presentation of a poster at the annual Undergraduate Research Forum in March or April 2015, submission of a progress report and financial statement, and submission of a Final Report and Exit Questionnaire in late April/early May 2015. These awards will be made for the 2014-15 academic year on the basis of a competitive application review process. Award recipients may receive academic credit for research/creative projects; check with your faculty sponsor.

Awarded projects also include opportunity for REACH recipients to be paid \$10 per hour for 10 hours per week for the fall and spring semesters of the award period; however, the REACH recipient must meet eligibility requirements.

SUSTAINABILITY AWARDS: Funding for REACH projects 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 students at Southern Illinois University Carbondale with a GPA of 2.5 or better, and must also be enrolled full-time undergraduate students at Southern Illinois University Carbondale at least one semester during the 2014-15 academic year. If the student is enrolled for only one semester, the project must occur and be completed during the semester of enrollment. Please note that applicant GPAs will be considered in the review and selection process. Applicants must work closely with a faculty sponsor in their area of research/creative interest to plan the project and prepare the application. Only one application may be submitted per student. Past recipients of this award are not eligible to reapply.

DEADLINE: Online submission through SIU Online opens December 1, 2013. Students should submit all materials for the Undergraduate Research/Creative Activity Award into the REACH Program “course” in SIU Online no later than **11:59 p.m., Friday, January 31, 2014**. It is the applicant's responsibility to ensure that the application is completed by this deadline. **Paper applications and applications submitted after the deadline will not be accepted.**

ONLINE SUBMISSION: Log in to SIU Online and self-register for the REACH “course.” Once registered, you will be able to upload your application as one PDF file into the REACH “assignment” 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 ONE PDF DOCUMENT, CONTACT REACH, but don’t wait until the last minute!**

APPLICATION GUIDELINES: Talk to your faculty sponsor before you prepare your application. **Be sure to follow the guidelines below; failure to follow them may disqualify your application.** All application materials must be typed. All pages of the application following the cover sheet (except unofficial transcript) must have the **applicant’s last name and page number in the upper right-hand corner**. Documents should be saved and uploaded using standard file types, such as .doc, .docx and .pdf.

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

- I. Cover sheet, signed by the applicant, faculty sponsor and department chair (for each team member)
- II. Abstract
- III. Project description (2 pages)
- IV. Literature cited (1 page)
- V. Itemized budget and budget justification (1 page)
- VI. Resume (1 page per team member)
- VII. Unofficial Transcript (for each team member)
- VIII. Team Project Leadership Plan (1 page)
- IX. Letter of support and completed Faculty Recommendation Form from your faculty sponsor, to be submitted via email to reach@siu.edu . See directions on the form.

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

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

INSTRUCTIONS

NOTE: The REACH review committee consists of individuals from a variety of academic disciplines, and not necessarily in your field of study, so avoid buzz words, identify acronyms and write your project description to an educated but not necessarily expert audience. If your parents or friends can read and understand your project description, the committee will as well!

I. Cover Sheet: Use the form provided in this application packet. A separate cover sheet must be completed for each team member. 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.

II. Abstract (300 words): The abstract should be a brief description of your project objectives and expected results. The abstract should be written for an educated but not expert audience. Use of technical language or discipline-specific jargon is strictly prohibited. Failure to heed this requirement will be detrimental to your evaluation scores!

III. Project Description (2 pages): The project description should be a clear statement of the work to be undertaken, using the six headings (use both the letter and the heading as shown in A – F) below. It should be no more than 2 single-spaced pages long, no smaller than 10-point type, with 1-inch margins. No attachments or appendices to the application are allowed.

Note to Applicant: While you should consult with your faculty sponsor 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.
- 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. Remember: This 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 **timeline** for completing your project.
- E. Outcomes:** What are your expected results or the expected range of results? What happens if your data does 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 Sponsor:** Explain how you will interact with the faculty sponsor, and how you will ensure that you are performing your own research/creative project.

IV. Literature Cited (1 page): Bibliography of the works cited in section II.

V. Itemized Budget and Budget Justification (1 page): How will the award money be used for your project? On this page, list your budget items, which may total no more than \$1,500. The budget justification section should include an explanation and justification of each item in your budget. The award may be used to purchase supplies, pay for travel expenses, contract for services, or cover other costs associated with conducting the proposed project. Up to \$600 of the total may be used to attend a professional conference for ONE team member or to be split evenly by each team member. The budget may **NOT** include any salary or wages for the student researcher, faculty sponsor, 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.

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
 \$100: photocopying, photography
 \$300: travel
 \$300: computer software

Budget Justification: *The majority of the funds, \$800, will be used to reimburse the survey participants for their time (\$20 x 40 participants). \$100 will cover the cost of survey preparation (xeroxing, color pictures, etc.). \$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. Resume (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. One resume must be included for each team member.

VII. Transcript: Download your unofficial transcript from SalukiNet. Save webpage files on your computer. Right-click the file name and convert to a PDF document. Merge with the rest of your application as a SINGLE PDF file. One transcript must be included for each team member.

VIII. Team Project Leadership Plan (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.

IX. Faculty Recommendation Form & Letter of Support: Have your sponsor complete and submit the signed form provided in this packet with a letter of support to reach@siu.edu **no later than 11:59 p.m. on Friday, January 10, 2014**. The letter of support from your faculty sponsor must address the five required criteria. Each sponsor 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.

INFORMATION ABOUT THE ASSISTANTSHIP & APPLICATION: 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 based on the information provided in the Team Leadership Plan.

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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. You will complete the Checklist in SIU Online – this form is included for informational purposes only.

Applicant Name _____

Title of Project _____

1. Application Materials Typed
2. Applicant Last Name and Page Numbers
3. 1-inch Margins & 10-point Font Minimum
4. Abstract written in lay language
5. Project Description Headings Used
6. Project Description Headings in Order
7. Page Limits Met
8. No more than \$600 Requested for Conference Travel
9. One Cover Sheet for each Team Member
10. Team Project Leadership Plan
11. Faculty Recommendation Letter addresses 5 criteria outlined on form

Failure to follow application guidelines will disqualify your application.

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COVER SHEET
(Please Type)

NAME:

DAWG TAG NUMBER:

TITLE OF PROJECT:

FACULTY SPONSOR (NAME AND DEPARTMENT):

MAJOR:

ENROLLED IN UNIVERSITY HONORS PROGRAM: Yes No

IF AWARDED, I REQUEST AN ASSISTANTSHIP: Yes No

SUSTAINABILITY PROJECT? Yes No

EXPECTED SEMESTER AND YEAR OF GRADUATION:

E-MAIL ADDRESS:

CURRENT ADDRESS AND TELEPHONE NUMBER:

PERMANENT HOME ADDRESS AND PHONE NUMBER:

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 Sponsor Signature/Date

Department Chair/Director Signature/Date

**2014 REACH AWARDS COMPETITION
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FACULTY RECOMMENDATION**

TO STUDENT APPLICANT(S): Please print or type the information requested below and then give this form to your faculty sponsor. It is your responsibility to ensure that this signed form and a letter of support from your sponsor are emailed to reach@siu.edu to be included in your application.

STUDENT'S NAME: _____

FACULTY SPONSOR'S NAME: _____

TITLE OF PROJECT: _____

TO FACULTY SPONSOR: 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 sponsoring 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 and letter should be signed (either by hand or with electronic signature) and emailed to reach@siu.edu no later than 11:59 p.m., Friday, January 10, 2014.

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

As faculty sponsor 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 if the student chooses this option (see pages 1 and 4 of this packet)
- (4) supervising all fiscal expenditures
- (5) ensuring that the student submits a progress report at the end of the Fall 2014 semester, a financial report in early February 2015 and a summary report to the REACH program at the conclusion of the funding year
- (6) supporting the student's participation in the 2015 Undergraduate Research Forum.

I will advise the students of their 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: _____

Note to applicant: Members of the Review Committee will evaluate each application independently using this Evaluation Sheet. You do not need to do anything with it, but the wise applicant will read it and keep the evaluation criteria in mind while writing the application.

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EVALUATION SHEET

Applicant's Name	Academic Major and College			GPA	UHP
	1-Poor, 2-Weak, 3-Acceptable, 4-Good, 5-Excellent				
A. BACKGROUND AND CONTEXT Is the review of prior knowledge, including a literature review, adequate?	1	2	3	4	5
B. SIGNIFICANCE AND IMPACT Is the significance of the project clearly stated? Will the project have an impact on the discipline?	1	2	3	4	5
C. STATEMENT OF PROJECT OBJECTIVES Is the proposed project clearly described, specific and original?	1	2	3	4	5
D. METHODS/PROCEDURES/MATERIALS Is the project design appropriate and are necessary resources available?	1	2	3	4	5
E. OUTCOMES Are the expected findings clearly discussed? For creative projects, is there a clearly stated product?	1	2	3	4	5
F. ROLE OF FACULTY SPONSOR Is sponsor involvement evident in the proposal? Is the sponsor committed to the project?	1	2	3	4	5
G. BUDGET Is the budget itemized, justified, and appropriate? Can the project be completed within budget?	1	2	3	4	5
H. STUDENT BACKGROUND Is the student's background and preparation sufficient? Is the student's GPA acceptable?	1	2	3	4	5
I. ABSTRACT Is the abstract written to a lay audience? Does it provide an overview of the project that is understandable by non-experts?	1	2	3	4	5
J. OVERALL REVIEWER ENTHUSIASM	1	2	3	4	5

COMMENTS: On the reverse side of this sheet, PLEASE write any comments you have about the application and any suggestions you may have for its improvement. It is very helpful for students learning the process of writing successful grant proposals.

PLEASE INDICATE:

HIGHLY RECOMMENDED FOR FUNDING

RECOMMENDED FOR FUNDING

DO NOT FUND
