



# EURECA Proposal Guidelines

## **Definition of Undergraduate Research**

Undergraduate research is an inquiry or investigation conducted by one or more undergraduate students, with faculty guidance, that attempts to make an intellectual, creative, or applied contribution to one or more disciplines, including the STEM fields, business, health sciences, social sciences, humanities, and the arts. Undergraduate research is one of the three Signatures Experiences offered to all MSU Texas students.

## **Proposal Types**

EURECA funds proposals initiated by either undergraduates or faculty members. All applicants commit to make an original, intellectual, creative, or applied contribution to one or more disciplines. Student-faculty mentor partnership must be evident in all proposals.

- Undergraduates, if you have an idea for a research/creative activity project, contact a faculty member within or outside your discipline willing to mentor and provide you the proper guidance to develop your idea into a meaningful project and a quality proposal.
- Faculty members, to recruit students, present your idea for a proposal to students in your classes or to individual students who you already know may be interested in engaging in research/creative activity or have the potential to be engaged in research/creative activity.

## **Funding Period and Deadlines**

The funding periods are; Fall Only, Spring Only and or Full Academic Year. Awardees must meet satisfactory progress before scholarships are disbursed in 2 installments per funding period.

- Full Academic Year (fall and spring terms): due June 1
- Fall only proposal: due June 1
- Spring only proposal: due December 1

## **Funding Parameters**

- EURECA Scholars (students) receive a \$500 stipend per semester for a EURECA project (if a student is participating on more than one project, the stipend cannot exceed the \$500 maximum stipend per semester).
- MSU Faculty receive a \$500 stipend per semester for mentoring a EURECA project (if a faculty is mentoring more than one project, the stipend cannot exceed the \$500 maximum stipend per semester; if faculty are co-mentoring a EURECA project, they will split the stipend).

- **Materials and Supplies:** Funding is available up to \$1000 per project for the first year and \$500 a year for recurring projects for small equipment, services, software, materials and supplies required to support the objectives and outcomes of the proposed project.
  - Full AY (Fall & Spring): up to \$1000- budget must include purchases for entire year, what is not used in the first semester will roll over. The funds must be used in the academic year
  - Fall Only: \$500- what is not used in the first semester will not roll over. The funds must be used in the academic year. Reapplication to continue in spring: \$500
  - Spring Only: \$500, what is not used in the first semester will not roll over because it is a new fiscal year. The funds must be used in the academic year. Reapplication to continue in fall: \$500
  - Any project lasting more than 2 semesters can only receive \$250 per semester if continuing.
- **Student Travel:** Funding is available up to \$500 per project on a First Come, First Serve basis for travel to a professional conference, excluding organization membership.

### **Student Requirements and Expectations**

#### **Requirements**

- Attend a 15-minute EURECA Proposal Orientation before submitting. [Link to Register.](#)
- Incoming freshman:
  - Minimum ACT score of 25, or SAT of 1130 or,
  - Top 25% of the high school graduating class
- Second semester freshman and above, and transfer students (provide a transcript):
- Overall GPA of 2.50
- Major GPA of 2.75

#### **Expectations**

If you are accepted into the program, it is expected that you shall:

- Enroll in no more than 15 credit semester hours (unless approved)
- Complete online Research/Creative Modules in D2L created by the Office of Undergraduate Research
- Attend all planned EURECA workshops, presentations, and forums
- Attend mentor meetings as scheduled
- Work diligently with your mentor(s) to complete your research project in a timely fashion
- Present results of your project at the Undergraduate Research and Creative Activity Forum, in the fall and/or spring
- Work with your faculty mentor to submit at least one abstract to present results of your project in a professional society, if opportunities arise
- Engage in activities promoting the EURECA program
- Participate in the assessment of the EURECA program

- Submit a final report on your project and EURECA experience at the end of the semester

## **Faculty Requirements and Expectations**

### **Requirements**

Hold a faculty appointment at Northwestern State University

### **Expectations**

If your proposal and mentees are accepted into the program, it is expected that you shall:

- Complete a Mentoring Undergraduate Research Training Module in D2L created by the UGR Office
- Attend all planned EURECA workshops, presentations, forums, and faculty meetings (Posters on the Go, Meet and Greet, and UGRCA Forum)
- Attend meetings as scheduled
- Contribute to the Research/Creative Modules if requested
- Actively engage with your mentee(s) to execute your research project as proposed
- Submit a minimum of one abstract to present results of your project jointly with your mentee(s) at a meeting of a professional society, if opportunities arise
- Engage in activities promoting the EURECA program
- Assist in the evaluation of the EURECA program
- Submit a mid-semester mentee progress report, if requested
- Write a report on the outcomes of the project by the end of the semester

## Instructions for Completing the EURECA Undergraduate Proposal

Mentees and mentors work together to draft the following sections of the EURECA proposal before submitting to the electronic proposal form.

1. Section 1: Commitment Agreement.
  - a. All students must attend a 15-minute EURECA Proposal Orientation before submitting this proposal. [Link to Register.](#)
  - b. All Mentees and Mentors must acknowledge their commitment to their involvement in EURECA and agree to meet all requirements and expectations.
2. Section 2: Student GPA Standards acknowledgement
3. Section 3: Proposal Types and Information:
  - a. Type of submission- see options above on page 1.
  - b. Academic funding period- see options above on page 1.
  - c. Proposed title for the project
  - d. Identify if this is a New or Continuing (from EURECA, UGROW, or class) project
4. Section 4 Undergraduate Mentee Data. Gather the following information for all mentees on the application, up to 3 students. If there are more than 3 students, you may use the Additional Information Section to include them.
  - a. Names as registered at MSU
  - b. M#
  - c. MSU assigned email
  - d. Phone number
  - e. Classification based on # of semester credit hours-
  - f. Expected graduation date
  - g. College and Discipline (Major)
  - h. Major GPA and Overall GPA
5. Section 5: Faculty Data. Gather the following information for all mentors on the application up to 2 mentors, if there are more than 2 mentors, use the Additional Information Section to include them.
  - a. First and Last Name
  - b. MSU assigned email
  - c. Office phone extension
  - d. College and Department
6. Section 6: Project Proposal Complete each question of the form
  - a. Abstract ( $\leq 250$  words): Briefly discuss the purpose and aims of the project. Please use a narrative suitable for a reader outside your area of expertise.
  - b. Introduction ( $\leq 500$  words): Describe and properly reference the background and context of the project. State the research or project question(s) to be addressed in the project objectives.

- c. Preliminary Results/Findings/Progress(≤300 words): Please describe any progress or findings from previous funding periods, or research phases and include those dates. New projects, may type N/A in this section on the form.
- d. Methods/Approaches(≤ 400 words): Briefly describe the project's experimental design, research design, or creative approach/process.
- e. Questions 53-57 Pertaining to IRB and Chemical Safety must be answered as applicable to your project.
- f. Expected Results/Outcomes (≤300 words): Briefly describe the expected results or findings of the research, or the culmination of the creative activity.
- g. References or Literature Cited. Cite the key literatures sources that support your research. You may copy and paste your list in the APA format
- h. Time Commitment ( ≤200 words): 1. Briefly describe the student's specific work on the proposed project. 2. Indicate the estimated number of hours per week the student will work on the proposed project, the specific days/times the research team (faculty mentor/student scholar) will meet, and outline the specific time blocks the student will allocate for independent research. Scheduled meetings should coincide with Timeline progress.
- i. Timeline: (≤200 words) Describe, in a concise manner, the project timeline . Your timeline must be within the awarded funding period. Academic Year projects must include both terms. You may divide your timeline by weeks or months. Include IRB/CSO approval submission plans if applicable.

7. Section 7: Budget Information.

This subsection provides you the opportunity to list Materials & Supplies required to complete your project and Travel to a conference. Please read these sections carefully. Review the EURECA Policies and Procedures for Materials & Supplies, and Travel.

- a. Justification of how each item are to be used, costs, and shipping. You may copy and paste a list. This allows the UGR office to encumber funds for the project.\*\*
  - b. Travel to an area 50-miles round trip to review literature data (i.e. at a non-local library archive) or collect field samples falls under Materials & Supplies expenses.
  - c. All Supplies must be officially requested using the Project Expense Request Form.
  - d. Travel funding is first come, first served and is not guaranteed, however, by listing travel, the UGR office can encumber funds.
  - e. All Travel must be requested using the Request for Travel Authorization.\*\*\*
  - f. All EURECA policies, request forms and other travel related documents are linked here: [Office of Undergraduate Research EURECA Program webpage.](#)
8. Final Step! One member of the project must enter the above information from Sections 1-7 into the [EURECA Proposal Form](#) for submission by the deadline. Complete Section 8 on the form and submit!

After the deadline, all EURECA proposals will be evaluated by qualified MSU Faculty. Application status notices will be sent out prior to the start of the term.

**\*\***The UGR office *cannot* use M&S funds to pay for memberships to organizations in order to: purchase materials specific to that organization, present at their conference or publish in their journals.

**\*\*\*** The UGR office *does* pay for the MSU Texas Enhanced Medium Institutional Membership to the Council on Undergraduate Research (CUR) and all MSU Texas faculty, staff and students may register to join. The National Conference of Undergraduate Research (NCUR) held each spring is a CUR hosted event to which students participating in research may submit an abstract to present. For more information on CUR/NCUR, contact the UGR office.

If you have any questions related to the proposal, you may contact the Office of Undergraduate Research at (940) 397-6274 or [eureca@msutexas.edu](mailto:eureca@msutexas.edu)