Application 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 $500 per project for small equipment, services, software, materials and supplies required to support the objectives and outcomes of the proposed project.
- 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
- 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 (excluding MWSU 2003/4000)
- Enroll and successfully complete Creative Inquiry: Interdisciplinary Thinking (MWSU 2003/4000)
- 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 Midwestern State University

Expectations
If your proposal and mentees are accepted into the program, it is expected that you shall:
- 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 Creative Inquiry: Interdisciplinary Thinking (MWSU 2003/4000)
- 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

1. First, mentees and mentors work together to draft the following sections of the EURECA proposal.

   a. Proposal Types and Information:
      i. Type of submission- see options above on page 1.
      ii. Academic funding period- see options above on page 1.
      iii. Proposed title for the project
      iv. Identify if this is a New or Continuing (from EURECA, UGROW, or class) project

   b. Gather the following information for all mentees on the application:
      i. Names as registered at MSU
      ii. M#
      iii. MSU assigned email
      iv. Phone number
      v. Classification based on # of semester credit hours- Seniors will need expected graduation date as well
      vi. College and Discipline (Major)
      vii. Major GPA and Overall GPA

   c. Gather the following information for all mentors on the application:
      i. First and Last Name
      ii. MSU assigned email
      iii. Office phone extension
      iv. College and Department

   d. Abstract: Briefly discuss the purpose and aims of the project. Please use a narrative suitable for a reader outside your area of expertise. ($\leq$ 250 words.)

   e. Introduction: 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. ($\leq$500 words)

   f. Preliminary Results/Findings/Progress: If the proposed project is a continuation from a previous project (e.g., EURECA, UGROW, class project), please describe all progress or findings from any previous funding periods or research phases. (<300 words) *If this is a new project, just type N/A in this section on the form.

   g. Methods/Approaches: Briefly describe the project's experimental design, research design, or creative approach/process. ($\leq$ 400 words)

   h. Expected Results/Outcomes: Briefly describe the expected results or findings of the research, or the culmination of the creative activity. (<300 words)

   i. References or Literature Cited. List at least 3 and no more than 10 literary references that support your research. You may copy and paste your list in the APA format.

   j. Time Commitment: 1. Briefly describe the specific role of the student in the project. 2. Indicate the estimated number of hours per week the student will be working on the proposed project. 3. Include a meeting schedule dedicated to research discussion and work with Faculty/mentees. Scheduled meetings should coincide with Timeline progress. (<200 words)

   k. Timeline: Describe, in a concise manner, the project timeline (listing is allowed). Your time table should be within the funding period- Academic Year

projects must include both terms. Include IRB/CSO approval submission plans if applicable. (<200 words)

l. Prepare for the following sections if applicable to your project:
   i. Include your IRB approval number or timeline for submission/approval on your application. The IRB process can take up to 6 weeks, so prompt application is advised to obtain your data in a timely manner. University Policy requires that an Institutional Review Board must review Human Subject Research Projects prior to the start of research. IRB approval is required when human subjects are involved, either directly or through use of identifiable data about them. This includes questionnaires, surveys, direct interviews or previously published data (even if that data is "scrubbed"). If you have questions about Class Projects, refer to the IRB website.
   ii. Include verification of your adherence to the policy for chemical safety at MSU. University Policy requires that the Chemical Safety Officer be informed and approves your research if it involves hazardous materials/chemicals. Include full description of materials in the Methods/Approach section. The current CSO is Raelene Keesling: raelene.keesling@msutexas.edu
   iii. If you are requesting funding for materials/supplies and/or travel, please provide the following:
      1. Materials and Supplies Justification- Please explain how you plan to use the materials and supplies. Read the EURECA Materials and Supplies Policy before completing this section. All supplies/tools/books/software become property of MSU and must remain secured on campus for the sole purpose of use in your research. Please list any hazardous or biological materials you have discussed with the CSO as applicable.
      2. Budget Worksheet Materials and Supplies: For this section, please itemize the materials and supplies and the amount of money you will need for each material/supply. At the bottom, please provide the total for materials/supplies.
      3. Student Travel: Please identify the name of the conference(s) you would like to attend and the approximate date of the conference. Please itemize the all travel related costs you are requesting for the conference and the amount of money you will need for each. Include all registration fees, abstract submission costs, and estimated transportation/airfare, lodging and meals (per diem) for each conference. At the bottom, please provide the total for materials/supplies. **Travel Funds may not be used for memberships to professional organizations. Membership to CUR is paid for by the UGR office and students can join CUR at no cost, but must require travel funds to present at NCUR in the spring.

m. Commitment Form: all participants, including students and faculty, will be required to acknowledge that they have read the requirements and expectations and that they are committed to all requirements and expectations related to EURECA.

2. One member of the project will go to the electronic [EURECA Proposal Form](#) to enter the information from above into the final form for submission by the deadline. When you submit, you should receive an option to receive a receipt of your submission.
3. After the deadline, all EURECA proposals will be evaluated by qualified MSU Faculty. Once all evaluations have been received, and prior to the start of the next term, all project members will be notified of the proposal status via email.

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.