Nuts and Bolts of Submitting a EURECA Proposal

The Office of Undergraduate Research
Fall 2021

Dr. Stacia Miller- Director
Ms. Julie Scales- Coordinator
Overview

Fostering Student-Faculty Partnerships
Proposal Types

Proposals can be initiated by:
• Undergraduate Students- Individual or Group
• Faculty Mentors
Proposal Structure

• There is a fillable form available on the EURECA website
• First Section- General Information
  • For Faculty Mentor Proposals Only
  • For Undergraduate Proposals Only
• Following Sections- Project Description
EURECA
Enhancing Undergraduate Research Endeavors and Creative Activities

Faculty Proposal Application

Title of the Proposed Project:

This project is  [ ] New  [ ] Continuing EURECA

This project will be conducted during the
[ ] Fall Only  [ ] Spring Only  [ ] One Academic Year

Faculty mentor(s) name:_____

College:  [ ] DCoba  [ ] EDUC  [ ] COFA  [ ] GHSHS  [ ] PYHSS  [ ] MCOSME
Department:_____

Email address:_____

Phone Number:_____ Alternate phone number:_____

Name, M#, classification, department, both major and overall GPA, phone number and e-mail address of up to two students whom you will mentor (copy format for multiple mentees).

Name:_____ M number:_____

College:  [ ] DCoba  [ ] WCOE  [ ] COFA  [ ] GHSHS  [ ] PYHSS  [ ] MCSME
Department:_____

Email address:_____

Phone Number:_____ Alternate phone number:_____

Classification (check one):  [ ] Freshman  [ ] Sophomore  [ ] Junior  [ ] Senior

Major GPA ______  Overall GPA ______  N/A ______
I. Summary: This is where you will briefly describe the purpose and aims of the project.
   – Assume that the reader knows nothing about the project and be explicit and to the point. Use narrative suitable to a reader outside of your area of expertise.
   – 250 words- stay within the limit and use as much of the limit as you can
   – Components:
     • Purpose:
       – Gap in knowledge
       – Resolve a conflict in the literature
       – Offer a new perspective
     • Aims (general) or objectives (specific)
     • Methodology: Approach or Process
     • Expected Outcomes
   – Recommend to write this section last
II. Introduction: Describe and properly reference the background and context of the project.

- Discuss the literature/what others have done
- Comes from reading the existing published literature
- 500 words- stay within the limit and use as much of the limit as you can
- State the question(s) to be addressed or purpose
- If applicable, include the hypothesis here
III. Preliminary Results/Findings/Progress: This is for continuing projects only!

- If you are not continuing a project from a previous semester, you can put N/A
- If the proposed project is a continuing EURECA project, then discuss accomplishments from previous funding periods.
- 300 words- stay within the limit and use as much of the limit as you can
IV. Methods/Approach: Describe the research design or creative approach of the project.

- How are you going to answer the question?
- What research/creative tools will you use to answer the question?
- 400 words - stay within the limit and use as much of the limit as you can
V. Expected Results/Outcomes: Describe the anticipated results or findings of the project.

- Based on previous literature or similar research
- 300 words- stay within the limit and use as much of the limit as you can

VI. References or Literature Cited

- Give credit where credit is due
- Use American Psychological Association (APA) style
- Maximum of 10
- Should be related to the amount of research available on the topic
VIII. Timeline.

- Be concise
- You can use bullets, a table, or a graph
- If using text - 200 words

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finish assembly of experimental apparatus</td>
<td>Tune and modify apparatus with goal of generating SBSS</td>
<td>Further tune apparatus and begin modifying parameters</td>
<td>Compile results/theoretical model in a paper</td>
</tr>
</tbody>
</table>
IX. Budget: Estimated budgetary needs.

- **Materials/Supplies:** Up to $500 per semester.
  - Small equipment
  - Services
  - Software
  - Shipping & handling estimates
  - Must submit detailed Expense Request

- **Student Travel:** Up to $500 per project
  - Registration fees
  - Abstract submission cost
  - Estimated transportation/airfare
  - Lodging and meals per intended conference
  - First Come, First Serve basis
  - Must submit a Request for Travel Authorization (RTA).
## Fillable Budget Table

<table>
<thead>
<tr>
<th>Materials and Supplies</th>
<th>$</th>
<th>Estimated Travel</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals* (use Per Diem rate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and supplies total</td>
<td></td>
<td>Student travel total</td>
<td></td>
</tr>
<tr>
<td>Grand total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Explain each item in the budget in your narrative:
  - Why the item is needed
  - How the item will be used
  - Note if the budget is for the semester or for the full year
Insert Signed Commitment Forms

- Faculty commitment(s)
- Student commitment(s)

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Mentor Commitment to the Project

I, Sarah Quintana, hereby certify I have read the proposal entitled “The Impact of Poverty and Race on Access to Quality Hospitals,” and I will commit time to working on the project as a mentor of [Student Name]. My teaching schedule will meet the following expectations:

- Attend all planned EURECA workshops, presentations, forums, and faculty meetings called by the UGR Office Director
- Attend monthly student meetings as scheduled
- Contribute to Creative Inquiry: Interdisciplinary Thinking course
- Actively engage with your student mentee(s) to execute your research project as proposed
- Submit a short progress report on behalf of your mentee(s) by a designated date
- Submit an abstract to present results of your project jointly with your student mentee(s) at a professional society meeting, if the opportunity arises
- Attend the Undergraduate Research and Creative Activity Forum
- Engage in activities promoting the EURECA program
- Assist in the evaluation of the EURECA program
- Write a report on the outcomes of the project by the end of the semester

Signature: [Signature]
Date: 6/7/2020

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Student Commitment to the Project

I, [Student Name], hereby certify I have read the proposal entitled “Utilizing Membrane Protein Chaperones as a Treatment to Amyloid Beta Protein Aggregation” and I will commit time to working on the project as a member of [Faculty Name]. My class schedule with specific times to work on the project is included in the proposal. I understand and will meet the following expectations:

- Enroll in no more than 15 credit semester hours (excluding MWSU 2003/4000).
- Enroll and successfully complete Creative Inquiry: Interdisciplinary Thinking (either MWSU 2003 or MWSU 4000 please refer to the class schedule for class times).
- Attend all planned EURECA workshops, presentations, and forums.
- Attend monthly meetings as scheduled.
- Work diligently with your faculty and/or graduate student mentor(s) to complete your research project in a timely fashion.
- Present results of your project in the Undergraduate Research and Creative Activity Forum.
- Work with your faculty and/or graduate student mentor to submit at least one abstract to present results of your project at a professional society, if opportunities arise.
- Attend in activities promoting the EURECA program.
- Participate in the assessment of the EURECA program.
- Write a report of the project results by the end of the semester. Include a paragraph or two describing your reflections on your EURECA experiences at the end of the report

Signature: [Signature]
Date: 06/01/2020

EURECA
# Review Process - Faculty Volunteers

## EURECA Project Review Rubric

<table>
<thead>
<tr>
<th>Category</th>
<th>Outstanding (4)</th>
<th>Good (3)</th>
<th>Fair (2)</th>
<th>Unacceptable (0)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>Clearly defined. Aims listed and clearly outlined.</td>
<td>Needs to be clearer and/or missing minor information. Aims listed and reasonable.</td>
<td>Unclear. Aims are reasonable.</td>
<td>Unclear. Aim(s) missing or unclear.</td>
<td></td>
</tr>
<tr>
<td><strong>Introduction</strong></td>
<td>Project is excellently framed. Background and context are clear. Questions &amp; objectives are clearly stated.</td>
<td>Project is well framed. Adequate background and context. Questions &amp; objectives are stated.</td>
<td>Project not framed well. Inadequate background and context. Some objectives are partially connected to the aim.</td>
<td>Poorly framed with no clear context. Objectives are missing or not connected to the aim.</td>
<td></td>
</tr>
<tr>
<td><strong>Methods/Approaches</strong></td>
<td>Clearly described. Appropriate and innovative.</td>
<td>Good description but lacks some detail. Appropriate and interesting.</td>
<td>Description unclear or incomplete. Appropriate &amp; acceptable.</td>
<td>Not described or inappropriate.</td>
<td></td>
</tr>
<tr>
<td><strong>Expected Results/Outcomes</strong></td>
<td>Clearly described. Clearly linked into the broader scholarly field.</td>
<td>Outlined, but lacks detail. Clearly linked into the broader scholarly field.</td>
<td>Not clearly described. A link is made to broader scholarly field.</td>
<td>Not described. Link to broader field is unclear or unstated.</td>
<td></td>
</tr>
<tr>
<td><strong>Student Involvement</strong></td>
<td>Student role is clearly described. Work is clearly student-oriented; students actively involved in the process (not merely observing or carrying out menial tasks)</td>
<td>Student role is mostly clearly described. Students have a central role in the project, though creative/design input is limited.</td>
<td>Student role is unclear; raised more questions. Students mostly observers.</td>
<td>Student role not defined. Students as bystanders or role of mentor superficially presented.</td>
<td></td>
</tr>
<tr>
<td><strong>Faculty/Student Time Commitment</strong></td>
<td>Appropriate time commitment. Student role clearly described. Detailed time for student-mentor meeting included as well as specific times to work on the project.</td>
<td>Appropriate time commitment. Student role described. Time for student-mentor meeting included.</td>
<td>The weekly allotted time is insufficient to achieve the proposed objectives.</td>
<td>Unreasonable time commitment.</td>
<td></td>
</tr>
<tr>
<td><strong>Timeline</strong></td>
<td>Appropriate and described in detail.</td>
<td>Appropriate and reasonable.</td>
<td>Too general. Lacks details</td>
<td>Inappropriate or missing.</td>
<td></td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>Budget appears reasonable and complete. It provides justifications for stated needs.</td>
<td>Budget appears reasonable and complete, but lacks justification for one or more stated needs.</td>
<td>Budget appears incomplete or unreasonable for the project.</td>
<td>Circle one: Budget is missing. (0) Budget neither required nor deemed necessary (not budget; NB)</td>
<td></td>
</tr>
</tbody>
</table>

Total Points /32
Submission Deadlines

- **Spring Projects- December 1st**
  - New must check Spring Only
  - Cannot carry forward from Spring to Fall due to fiscal funding allocations. Reapply for Fall.
  - Continuations from Fall to Spring, not previously noted as AY will need to document need for continuation.
    (Examples: a delay in IRB approval resulting in not enough time to get thorough or complete test subject response, not enough test subject response, complications with or equipment/test sample failure.)

- **Fall Only or Full Academic Year Projects- June 1st**