

## Undergraduate Research Assistants Call for Proposals

Southern Connecticut State University is pleased to announce that funds are available to support undergraduate research assistants for full time faculty members during the **[Winter Session, Spring Semester, and/or Summer 2020]**. This initiative, Undergraduate Research Assistants, is funded by the SCSU Office of the Provost. One grant of up to \$3,000 will be awarded to a Faculty Member to support one or more undergraduate research assistants to assist with said faculty member's research in any academic discipline represented on the SCSU campus.

Faculty members who wish to apply for this grant will submit proposals stating the objectives of the research project on which they plan to employ undergraduate assistants, stating exactly what the responsibilities of such students will be, and they will include an itemized budget for one or more research assistants. The budget may include line items such as a stipend for students, travel expenses for students, and the cost of equipment and/or supplies to be used by the student research assistants. Equipment and any leftover supplies will remain the property of Southern Connecticut State University.

The purpose of this program is to support a research experience for undergraduates and also to support faculty research.

### Eligibility:

To be eligible, a faculty member must:

- be a full-time tenured or tenure track faculty member at SCSU;
- have completed one full year as a full-time faculty member at SCSU by the start of Fall semester 2019;
- have a research project that would benefit from the support of undergraduate research assistants.

For projects involving human participants or animal subjects, approval from the SCSU Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) must be obtained before submitting the proposal and evidence of approval from IRB and/or IACUC must be submitted with the proposal.

### To apply:

The attached application form and all required supporting materials must be fully completed, signed by applicants and submitted in electronic format (in one PDF) to [rsac@southernct.edu](mailto:rsac@southernct.edu) by **4:00 p.m. on Friday November 22, 2019**. Incomplete applications will not receive consideration nor will late applications.

### Awards:

Members of the Research and Scholarship Advisory Committee (RSAC) will review proposals and recommend awardees to the Provost. The Provost will announce the award recipients by Monday, Dec. 16, 2019.

### Final Report

A report of no more than 2 pages is due one month after the end of the project.

Any questions should be addressed to Dr. Elliott Horch at [horche2@southernct.edu](mailto:horche2@southernct.edu).

**Southern Connecticut State University**  
**Undergraduate Research Assistant Application 2020 (FORM 1)**

*Please type or print your name as it appears in SCSU's records.*

Name: \_\_\_\_\_  
                    Last  First  Middle

Current Address: \_\_\_\_\_  
                    Number Street                                    City                            State            Zip

Phone Number(s): (     ) \_\_\_\_\_ (Home)

(     ) \_\_\_\_\_ (Cellular or other)

Email Address(es): 1. \_\_\_\_\_ (SCSU email)

Academic Department: \_\_\_\_\_

Rank: \_\_\_\_\_

Research Period (select one only): Winter Session 2020

Spring 2020

Summer 2020

**Southern Connecticut State University**  
**Undergraduate Research Assistants Application 2020**  
**Applicant's Statement of Research (FORM 2)**

Applicant's Printed Name \_\_\_\_\_

Academic Department \_\_\_\_\_

**Instructions:** The following is to be completed by the applicant. Using a maximum of five pages (single-spaced, single-sided, 11-point Times New Roman font), please describe the: 1) research problem; 2) research design (methodology and status of IRB and/or IACUC clearances, if applicable); 3) research resources (e.g. laboratory access, equipment, libraries); 4) an outline of anticipated expenses relative to the project, and 5) detailed description of the responsibilities of the undergraduate research assistant(s) and their anticipated contribution to the applicant's research.

1. Attach your statement to this form.
2. Attach a copy of your full c.v.

\*\*\*\*\*

Southern Connecticut State University  
Undergraduate Research Assistants  
CHECKLIST / COVER SHEET

Prior to submitting your Undergraduate Research Assistants application, please review and checkmark each of the six items below to verify that all required items are included in your packet.

- Undergraduate Research Assistants Application (Form 1)
- Statement of Research Form, reviewed and signed by applicant (Form 2)  
-- with original signature
- Full CV
- IRB and/or IACUC clearances, if applicable

Note: The inclusion of materials other than those described in the checklist above or exclusion of any of the above-mentioned items will result in the immediate disqualification of the application.

Printed name of applicant, as it appears in SCSU's records:

\_\_\_\_\_ Date: \_\_\_\_\_