

Undergraduate Research Assistants
Call for Proposals
Spring 2024
[Submit via Kuali Build](#)

Southern Connecticut State University is pleased to announce that funds are available to support undergraduate research assistants for full time faculty members during the **Spring Semester 2024**. This initiative, Undergraduate Research Assistants, is funded by the SCSU Office of the Provost. Grants of up to \$3,000 will be awarded to Faculty Members to support one and only one undergraduate research assistant to assist with the 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 an undergraduate assistant, stating exactly what the responsibilities of this student will be, and they will include an itemized budget. 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 assistant. 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 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 as of the start of Fall Semester 2023;
- have a research project that would gain additional benefit from the support of an undergraduate research assistant
- and preferentially add to the opportunity to pursue additional external funds

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. (Because of the short timeline “expedited” approval or “exempt” status will likely be necessary.)

To Apply:

The application must be submitted **via the Kuali portal** using this link: [Faculty Application for Undergraduate RA](#) by 4:00 p.m. on **Monday November 27, 2023**. Without exception, incomplete or late applications will not be reviewed nor receive consideration.

The electronic application will require:

1. Identifying information as a cover sheet

A PDF attachment of your Statement of research: **using a maximum of five pages** (single-spaced, 11-point Times New Roman font), please describe the:

- a. Research problem;
- b. Research design (methodology and status of IRB and/or IACUC clearances, if applicable);

- c. Research resources (e.g. laboratory access, equipment, libraries, etc.);
 - d. An outline of anticipated expenses relative to the project,
 - e. A detailed description of the responsibilities of the undergraduate research assistant and their anticipated, specific contribution to the applicant's research. Will any special training of the student be required and/or are there special skills the student will need to have to assist in this research?
 - f. Are there any safety concerns for the student in this research and if so, how will the student be trained to ensure a safe experience?
 - g. Are there any other funds that will be used to support this research and if so what is the source of those funds?
2. A PDF attachment of your full CV
 3. A PDF attachment of your IRB or IACUC approval if such is needed

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 the last week of December 2023.

Final Report:

A report of no more than 2 pages is due one month after the end of the project. Relevant professional “products” (peer reviewed publications, other published works, national/international presentations, relevant productions or works, etc.) are an expectation of this scholarship and a requirement prior to any additional support of this nature..

Questions:

Questions regarding the application process or other issues may be directed to C. Michele Thompson at ext. 2-5614 or via e-mail to thompsonc2@southernct.edu

Questions regarding the electronic form can be directed to the SPAR office via spar@southernct.edu