The Student Scholarship Committee encourages faculty and students of all disciplines to apply to participate in the 2017 Randolph College Student/Faculty Summer Research Program (SRP). This program allows you to collaborate on scholarship activity relevant to your discipline. The 2017 Program will be eight weeks in length, from **Monday, May 15, 2017** to **Friday, July 7, 2017**. Faculty will receive a stipend of $2,500. Students will receive stipends of $3,300 (or can receive academic credits and a smaller stipend.) On-campus housing is available but not mandatory. An on-campus housing fee does apply. You can request a budget for your project of up to $1,000 for materials, supplies, travel, etc. **Be sure to carefully follow the proposal guidelines found at the end of this document.**

More information and examples of past projects can be found at the Summer Research Program website: [http://www.randolphcollege.edu/summer](http://www.randolphcollege.edu/summer).

**Overview**

In addition to engaging in scholarship in your discipline, the Summer Research Program allows you a variety of opportunities to interact with other participants and outside scholars and to share your work with different audiences. In particular, the Program offers:

- Multidisciplinary seminars and visits from outside speakers: Lectures by scholars from different disciplines, graduate student panels, discussions of contemporary problems, and discussions of the research processes of different areas of study.

- Opportunities for social interaction and educational activities: Past activities have included volunteer service, field trips, Friday breakfasts with various campus departments, cook-outs, and trips to a beach or amusement park.

- A day-long public Symposium of final student presentations.

- Encouragement for sharing your scholarship in the following academic year. The Program has Travel Grants available to support students and faculty’s presentation of their research at regional and national conferences.

**Important Dates**

Proposals must be submitted electronically as an e-mail attachment to Amanda Rumore, Director of SRP, no later than midnight on **Friday, February 10, 2017**. The Committee will review proposals, and decisions for funding will be sent no later than **Friday, March 3, 2017**. Reviewer comments will be available by request within two weeks of that date.

*Late proposals will not be reviewed and you will not have the opportunity to submit any portion of the proposal after the 2/10/17 deadline. In the event of surplus funds, rejected proposals may be invited to revise and resubmit their original proposal.*

A grant writing workshop is **REQUIRED** for students applying to the Summer Research Program and faculty are **strongly** encouraged to attend. Faculty who have not previously written a SRP proposal are expected to attend. All faculty should consider attending to avoid missing information necessary for a successfully written proposal. Three grant writing workshops will be held:

- **Monday, 1/23,** 5:30 – 6:00pm, Alcove Conference Room (by dining hall)
- **Tuesday, 1/24,** 5:00pm – 5:30pm, Alcove Conference Room (by dining hall)
- **Thursday, 1/26,** 12:15 – 1:15pm, Alcove Conference Room (by dining hall)
When applying, keep the following things in mind:

- A single proposal is submitted from the faculty and student. Information specifically for students, and proposal guidelines, are below.
- Project ideas may originate from students, faculty, or both.
- Faculty participants can work on one project with one or two students. The faculty stipend is not based on the number of student participants and will remain at $2,500 regardless of the number of students or projects. If more than one faculty member works on single project, they must split the stipend accordingly. Typically, the program has not supported more than two students per faculty member or more than one project per faculty member.
  - Note: 12-month staff employees cannot act as faculty mentors but can serve as co-mentors and supervise projects. They are not eligible to receive a SRP stipend and must receive supervisor approval before participating in any SRP project.
- Each project has a budget limited to $1,000 (or more in exceptional circumstances)
- Each funded project will be eligible to apply for up to $2,500 in conference travel funds, regardless of the number of participants.
- We encourage externally funded projects to participate in the Program so that students and faculty can participate in the Randolph College research community. In these cases, we ask for an abbreviated proposal in order to include your project in the Program.
  - If a research project and faculty stipend is mostly or fully funded by an outside (non-Randolph College) source, the SRP will augment that funding with an additional $750 stipend to the faculty member.
  - Summer Research Program projects may not be funded with Departmental funds.
- If the nature of the project requires it, multiple faculty members may work together on a project with students.
- Any returning undergraduate student is eligible for this program (typically first-years, sophomores, and juniors, including Prime Time students).
- Faculty members are expected to participate in the weekly seminars and to provide adequate supervision of the projects. Faculty supervision and professionalism are essential to the learning experiences of SRP students and contribute to the success of the overall program.

You are encouraged to talk to participants from previous summers. Lists of past projects and sample proposals are included on the website: http://www.randolphcollege.edu/summer.

Conference Funding Requests
Requests for conference funding to present results should not be included in the project proposal. We will put out a call for SRP Travel Grants (similar to Professional Development funding) by the last day of the Program, and then we will award travel money to as many of those as possible. If money is left over, it will be awarded as proposals come in. Conference travel is meant for the student to exhibit/report and for a faculty member to accompany, and is limited to $2,500 per project. The faculty member is encouraged to report research at the same time.

Final Report
A common practice for grant-funded projects is the submission of a Final Report to the granting agency. The Final Report is a 1 – 2 page reflection on the project and personal gains from the experience. The report is due at the end of the Program. Guidelines for writing the Final Report will be communicated during the SRP.

Course Release Option
The summer research program offers a faculty member a course release to enable a summer research project to be extended beyond the eight weeks of the Program. This additional time is used to continue the scholarship project with the student.

- If you are interested in this option, the course release can be taken after the summer program, in the fall of 2017 or the spring of 2018.
- Course release means that the faculty member teaches one less course than what is normal for him/her, and the department will hire an adjunct to replace that course if necessary. The Program pays the cost of the adjunct.
- You can work with the student during the semester in whatever capacity you choose: for example, as a regular research student not connected to any class, as an independent study, as senior capstone, as a research class, etc.
- If applying for this option, you must discuss it with your Chair before submission of your SRP proposal.
- This option would typically be used for a project that cannot be completed in eight weeks.

**Criteria for Considering Proposals**

Proposals will be judged according to the following criteria:

- The significance of the project, to be clearly demonstrated in the proposal. The *quality* of the proposal will influence the Committee’s decision.
- A clear plan to carry out the project, as demonstrated in the proposal.
- The benefit of the project to the student. What makes the SRP such a significant experience in a student’s intellectual growth is the opportunity the Program provides to learn about and conduct meaningful research/scholarship. It is important that student participation be focused on research and scholarship, and that proposals clearly describe this.
- Outcomes from past Randolph College SRP participation.
- The student’s academic record: There is no minimum QPR, but the committee is looking for students who have demonstrated that they have the intellectual ability and independence to succeed in the program. **Addressing an overall GPA lower than 3.0 in the project proposal is recommended and below a 2.5 is required.**

**Notes specifically for faculty:**

- The Committee has a preference for spreading the projects throughout all disciplines.
- Since the Committee consists of faculty from several different disciplines, it is important that you keep your proposal as jargon-free as possible.
- The Program is for full-time, continuing faculty. We strongly encourage all continuing faculty to apply, but all things being equal in proposal quality, preference is given to tenured or tenure-track faculty.
- The SRP intends to foster a community of scholars; we expect that students will interact with their faculty mentors, and the entire group will come together each week on campus to share research and to participate in seminars. It is necessary that the students and faculty are on campus for these experiences during the eight weeks of the Program, unless the time away is for research related to the project. Thus, a student is not able to participate in both the SRP and one of the college-sponsored summer study tours or the Davenport Leadership Program. We discourage students from holding other jobs or taking classes during the SRP period. Faculty must describe ALL time away from campus (both professional and personal) in the Proposal and how they will structure the student’s time while away. **Faculty who will be away from campus for more than**
two weeks cannot participate in the Program. All students and faculty mentors must be present for the final day of the Program.

Notes specifically for students:

☒ Students can elect to receive up to six academic credits for research, and receive a reduced stipend.
☒ All current undergraduates (including Prime Time students) who are returning to the College (including study abroad) in fall 2017 are eligible for the Program, and projects from all disciplines are encouraged.
☒ You must plan to be on campus during the eight weeks of the Program, unless the time away is for research related to the project.
☒ It is up to you, the student, to find a faculty member with whom to do research. If you are interested, be sure to ask every faculty member within your major and/or minor, and consider asking faculty in other departments too. You do not have to do research in your declared major.
☒ Grant recipients from any organization should expect to owe some service to that organization. To that end, students in the SRP must be committed to representing the Program during at least one event in the academic year following the Program: admissions days, alumnae events, family weekend, or some other function.
☒ Due to the nature of continued research and dissemination contributing to the growth of the student, the faculty, and the College, the SRP is for returning students only. If you intend to transfer, you should not apply; if you participate and do transfer before the following fall, you will be asked to return the stipend.

If you have further questions about the Program or the proposal process, please feel free to contact Jenna Carr, Assistant to the Center for Student Research (csr@randolphcollege.edu) or Amanda Rumore, Director of the Summer Research Program (arumore@randolphcollege.edu).
The proposal must include the following twelve parts. The Proposal must include each part, *even if it does not apply to your project*. Please state “Does not apply.” for these sections:

1. **Name(s) of applicants** (faculty and students); include faculty title and dept. and student major, and graduation year:

2. **Title** of the project:

3. **Abstract** (150 words or less):

4. **Project Description** written by the faculty member or faculty member and student. There is a suggested minimum of two pages, and there should be no more than three pages, excluding references, addressing each of the following as specifically as possible:
   a. What are the ultimate goals of your project?
   b. What is the significance of the project?
   c. How will the project goals be achieved? A project timeline is helpful here.
   d. If your project can’t be reasonably completed in eight weeks, which parts of the project goals do you expect to accomplish during the eight-week program? Do you have plans to continue the project beyond the Summer Research Program? If the project is meant to be ongoing, or is meant to be preliminary research to start another project, does the student have plans to continue working on the project? Some projects, for example, are intended to lead into a student’s senior capstone project. Note: There is no need for projects to be able to be completed within the program dates (or with the same student) as long as there is a plan to complete the project.
   e. If your project is a continuation of research already begun, explain what progress has already been made and how this summer’s work will advance the study. If your project is a continuation of a previous SRP project, please describe the results and dissemination of the previous project(s).
   f. If you are applying for the course release (for faculty) and extended research into the following year, please make that clear at the beginning of your description, address how you will use the extra time, and describe in what capacity the faculty member will work with the student during that semester.

5. **Dissemination goals:** Please describe the goals for dissemination as specifically as possible. These would usually include publication, conference presentation, workshops, and exhibitions.

6. **Past outcomes:** If the faculty member and/or student have been in the Randolph College Summer Research Program previously, they should discuss past outcomes and dissemination of the project, and/or discuss why the project did not go as planned.

7. **External funding:** Have you or do you plan to apply for external funding for this project? If yes, please elaborate and give the expected date of funding notification.
8. **Academic credit:** Do any of the students on this proposal intend to receive academic credit and a reduced stipend? If so, how many credits (up to a maximum of 6)? Note: there may be some limitations depending on whether the student has previously received research credits. Please direct questions about the reduced stipend to Amanda Rumore.

9. **Budgetary needs:** Each project can request up to $1,000 budget for equipment, supplies, travel to conduct research, etc., necessary for carrying out the scholarship project. You must itemize needs as accurately as possible, but you can estimate costs. Please justify each of the budgetary needs specifically. If your project requires more than $1,000, please provide a reasonable explanation as to why it cannot be carried out with less. You will need to stay within your project’s budget request. This money is expected to be used between the date of acceptance of the Proposal and the end of the fiscal year (6/30/17) unless you specifically request an extension. DO NOT include costs for dissemination (such as conference travel) in this budget.

10. **Human or Animal Research:** Does your research involve human or animal participants? Then it may require Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval prior to the start of the project. Please state your intention to acquire approval in your proposal; IRB/IACUC documentation and documentation are not required until after the project is funded.

11. **Statement about student researchers** written by faculty member. This statement should address each of the following questions:
   a. What will be the responsibilities of the student(s)? (Please be specific.)
   b. What will be the nature of your interaction with the student?
   c. What do you expect the student will gain from working on this project?
   d. What qualifications does the student have for this project?
   e. If you are asking for more than one student, please be sure to justify the need and answer these questions for each student.
   f. Will you be away from campus at any point during the Program other than for research related to the project? This includes professional and personal obligations. If yes, please describe the amount of time you will be away and how you will structure the student’s time during your absence.
   g. If the student’s academic record has any significant weaknesses, please explain and/or justify why you believe the student will be successful in the program. Addressing an overall GPA lower than 3.0 is recommended and below a 2.5 is required.

12. **Statement from each student.** Each student should write one page or less addressing:
   a. Why are you interested in this project?
   b. What do you believe you can add to the project?
   c. What do you hope to gain from the summer research experience?
   d. If you have participated in the Summer Research Program in the past, please describe what new things you will learn this summer.
   e. If you participated in the Summer Research Program in the past, please describe outcomes and dissemination that resulted from the project.

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