2020 RANDOLPH COLLEGE SUMMER RESEARCH PROGRAM

The Student Scholarship Committee (SSC) invites faculty and students of all disciplines to apply to participate in the 2020 Randolph College Summer Research Program (SRP). This Program allows students and faculty to collaborate on a scholarly activity relevant to their discipline. The 2020 Program will be eight weeks in length, from Monday, May 18, 2020 to Friday, July 10, 2020 Faculty will receive a stipend of $2,500. Students will receive stipends of $2,800 and free on-campus housing (or can receive academic credits and a smaller stipend). Each project can request up to $1,000 for materials, supplies, travel, etc.

In addition to engaging in scholarship in the discipline, the Summer Research Program provides a variety of opportunities to interact with other participants and outside scholars. In particular, the Program offers:

- Multidisciplinary seminars and visits from outside speakers: lectures by scholars from different disciplines and discussions of the research processes in different areas of study.
- Opportunities for social interaction and educational activities: past activities have included volunteer service, field trips, breakfast with various campus departments, cook-outs, and trips to a beach or amusement park.
- A day-long public Symposium of final student presentations on the last day of the Program.
- Support for disseminating scholarship through the SRP Travel Grants program. These grants are available to students and faculty to present their research at regional and national conferences the year following their participation in SRP.

More information including a list of past projects and example proposals are found at the [Summer Research Program website](#)

IMPORTANT DATES

Proposals must be submitted electronically as an e-mail attachment to Danielle Currier, Director of SRP (csr@randolphcollege.edu) no later than midnight on Thursday, February 13, 2020. The Committee will review proposals, and decisions for funding will be sent no later than Friday, March 6, 2020. 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 deadline. In the event of remaining funds, unfunded 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:

- **January 27, Monday, 5:30 p.m.,** Alcove Conference Room
- **January 28, Tuesday, 12:30 p.m.,** Alcove Conference Room
- **January 29, Wednesday, 6 p.m.,** Alcove Conference Room

EXTERNALLY FUNDED PROJECTS:

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.

CONFERENCE TRAVEL FUNDS:

Requests for conference funding to present results should *not* be included in the project proposal or project budget. Information and the application for SRP Travel Grants (similar to Professional Development funding) will be provided during the last day of the Program. Conference travel is meant for the student to exhibit/report and for a faculty member to accompany and report on the SRP project during the year following SRP.

CRITERIA FOR CONSIDERING PROPOSALS

Proposals will be judged according to the following criteria:

1) The significance of the project to the field
2) The quality of the proposal as written
3) A clear and logical plan to carry out the project
4) The benefit of the project to the student. What makes the SRP such a significant experience in a student's intellectual growth? It is important that student participation be focused on research and scholarship and that proposals clearly describe this.
5) Outcomes and citizenship of past SRP participation from both the student and faculty
6) The Committee has a preference for distributing project funding throughout the disciplines
7) 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:

- Project ideas may originate from students, faculty member, or both.
- Since the Committee consists of faculty from several different disciplines, it is important that the Proposal be 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.

- o *Note:* 12-month staff employees cannot act as faculty mentors but can serve as mentors and help to supervise projects. They are not eligible to receive a SRP stipend and must receive supervisor approval before participating in any SRP project.
- The SRP aims to foster a community of scholars and thus it is necessary that the students and faculty are on campus during the eight weeks of the Program, unless the time away is for research related to the project. Faculty are expected to attend all weekly seminars and regularly meet with and/or supervise students. 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 faculty mentors must be present for the final day of the Program (7/10/20).
- Faculty mentors can work on one project with one or two students. The faculty stipend is not based on the number of students mentored and will remain at $2,500 regardless of the number of students or projects. If more than one faculty member works on a 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.

COURSE RELEASE OPTION FOR FACULTY

The Summer Research Program offers one faculty member a course release to allow a SRP project to be extended beyond the eight weeks of the Program. "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. This additional time is used to continue the scholarship of the project with the student. If you are interested in this option:

- The course release can be taken in the fall 2020 or the spring 2021 semester.
- The SRP will cover the cost of the adjunct.
- The continued work with the student during the semester can be 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.
- You must discuss the course release with your Chair *before* submitting your SRP proposal.
- This option would typically be used for a project that cannot be completed in eight weeks.

NOTES SPECIFICALLY FOR STUDENTS:

- All current undergraduates who are returning to the College (including study abroad) in fall 2020 are eligible for the Program.
- Students are required to live on-campus in the assigned SRP residence hall during the eight weeks of the Program
    - o *Exception:* students with official Commuter student status through the Dean of Students are not required to live on-campus. Commuter students can apply for a SRP Housing Grant to assist with housing costs during SRP. Please email Danielle Currier, Director of SRP (dcurrier@randolphcollege.edu), to inquiry about this process.
- Since SRP is designed to be the student's primary focus during the eight-week Program, students are not allowed participate in both the SRP and one of the College-sponsored

summer study tours or the Davenport Leadership Program. We also discourage students from holding other outside jobs or taking classes during the SRP period.

- It is the student's responsibility to find a faculty mentor with whom to do research. Students should start by asking every faculty member within their major and/or minor or the discipline most related to the project. Students *do not* have to do research in their declared major.

- 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*. DO NOT APPLY if you intend to transfer before the fall semester. If you participate in the SRP and transfer before the fall semester following SRP, you will be required to return the entire stipend.

- Students can elect to receive up to (6) academic credits at a cost of $150 per credit for their SRP project. The student stipend will be reduced to cover the cost of the credits.

If you have further questions about the Program or the proposal process, please feel free to contact Luisa Carrera, Administrative Coordinator for the Center for Student Research (csr@randolphcollege.edu) or Danielle Currier, Director of the Summer Research Program (dcurrier@randolphcollege.edu).

PROPOSAL GUIDELINES

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The Proposal must include each section below, *even if it does not apply to the project.* Please state "Does not apply" for these sections:

1. Name(s) of applicants:
    a. Faculty: name, title, and department
    b. Student(s): name, major(s), minor(s), 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. The project description should be between 2 – 3 pages (strictly limited to 3 pages), excluding references, and address each of the following:
    a. Provide a brief background on the topic being addressed by the project
    b. What are the ultimate goals of the project?
    c. What is the significance of the project?
    d. How will the project goals be achieved? A project timeline is helpful here.
    e. If the project can't be reasonably completed in eight weeks, which parts of the project goals are expected to be accomplished during the eight-week program? Are there 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 or faculty member have plans to continue working on the project? Some projects, for example, are intended to lead into a student's senior capstone project or provide preliminary data for a grant application. Note: There is no need for projects to be able to be completed within the eight-week Program (or with the same student) as long as there is a plan to complete the project.
    f. If the faculty member is applying for the course release, please address how the extra time will be utilized and describe in what capacity the faculty member will work with the student during that semester to continue the project.
    g. If the 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 the project is a continuation of a previous SRP project, please describe the results and dissemination of the previous project(s).

5. Dissemination goals: Please describe the goals for dissemination as specifically as possible. These would usually include specific publications, conference presentations, workshops, or exhibitions that you intend to pursue.

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

7. External funding: Has this project received or are there plans 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 experiential learning (ExL) credits. Please direct any questions about the number of credits a student may receive and the reduced stipend to Amanda Rumore.

9. Budgetary needs: Provide a detailed project budget. Each project can request up to $1,000 for equipment, supplies, travel to conduct research, etc., necessary for carrying out the scholarship of the project. The budget must be itemized as accurately as possible but costs may be estimated based on the most current available information. If travel will be required as part of the project, use the guidelines set forth for Professional Development funds for mileage, hotel cost, food, etc. Please provide detailed justification for each item by explaining its purpose in completing the project (see example below).

   All project budgets must be spent between the date of acceptance of the Proposal and the end of the fiscal year (6/30/20) unless you specifically request an extension. Do not include costs for dissemination (such as conference travel) in the project budget.

   Example:

Item Name:	Justification:	Cost/Vendor:
Digital voice recorder	The digital voice recorder will be used to record interviews with residents of Lynchburg, VA. A high capacity recorder is required since we will do multiple interviews at a time and may not be able to download the data after each interview.	$52.95 (Amazon)

10. Human or Animal Research: If the project involves a human or animal in any capacity, 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 indicate that you have consulted with these committees to determine if approval is required for your project. IRB/IACUC documentation of approval is not required until after the project has been accepted into the Program.

11. Faculty Statement: The faculty statement must address each of the following questions:
    a. What will be the responsibilities of the student(s)? Please be specific as to exactly what the student(s) will be doing as part of the project.
    b. What will be the nature of your interaction with the student? How frequently will you meet? How do you plan to mentor the student so they have a successful research outcome?
    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 justify the need for two students to complete the workload of the project.

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. Student Statement. The student statement must address each of the following questions:

a. Why are you interested in this project?

b. What will be your contribution(s) to the project?

c. What do you hope to gain from the summer research experience? (i.e. how does this project fit into your overall academic and/or career goals)

d. Please summarize your academic record, including any significant strengths and weaknesses. Justification of a GPA lower than a 3.0 is recommended and below a 2.5 is required.

e. If you have participated in the Summer Research Program in the past, please describe what new things you will learn this summer.

f. 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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