

2024 RANDOLPH COLLEGE SUMMER RESEARCH PROGRAM

The Center for Student Research and the Student Scholarship Committee (SSC) invite faculty and students of all disciplines to apply for the 2024 Randolph College Summer Research Program (SRP).

The Summer Research Program affords students and faculty the opportunity to collaborate on scholarly activity and research within their disciplines. The 2024 Program will run from Monday, May 6, 2024 to Friday, June 28, 2024. Faculty will receive a stipend of \$3,000. Students will receive a stipend of \$3,500. Each project team may request up to a \$1,000 budget for materials, supplies, travel, etc.

In addition to engaging in active research and scholarship, participants in the Program have a variety of opportunities to interact with other participants and outside scholars. The Program offers:

- Lectures by scholars from various disciplines, discussions of the research processes in different areas of study, and professional development opportunities. These will be held on Wednesdays at 3 pm. Participation is mandatory for students and strongly encouraged for faculty mentors.
- Opportunities for social interaction and educational activities. Past activities have included volunteer service, field trips, breakfast with various campus departments, cook-outs, hikes, and trips to a beach or amusement park.
- A public Symposium of final student presentations on the last day of the program. Students give oral presentations with the option to also present a poster or display.
- Opportunity to apply for a Travel Grant to support the dissemination of your scholarly work and research findings.

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

IMPORTANT DATES

Proposals must be submitted electronically as an e-mail attachment to Luisa Carrera (lbarrera@randolphcollege.edu), Administrative Coordinator for the Center for Student Research no later than **5:00 pm on Friday, February 9, 2024**. Incomplete or late proposals will not be considered. The Student Scholarship Committee will review proposals and decisions for funding will be emailed to applicants by the beginning of Session 4. Applicants may request feedback after decisions are made. *In the event that any funds remain, those projects that were not funded may be invited to revise and resubmit their original proposal.*

A grant-writing workshop is **REQUIRED** for students applying to the Summer Research Program. Faculty who have not previously written a SRP proposal are encouraged to attend.

Grant-writing workshops will be held:

Tuesday, **January 23, 2024, 4:30pm**, Alcove Conference Room

Wednesday, **January 24, 2024, 1:30pm**, Alcove Conference Room

CRITERIA FOR CONSIDERING PROPOSALS

Proposals will be judged according to the following criteria:

- 1) The significance of the project to the field(s).
- 2) The quality of the proposal as written.
- 3) A clear and logical plan to carry out the project including a description of the methodology.
- 4) The benefit of the project to the student. What would make participating in the SRP a significant experience for the student? It is important that student participation be focused on research and scholarship and that proposals clearly describe both what their role will be and what specific additions this project will make to the students' intellectual growth and future (graduate school, job market, etc.).
- 5) Outcomes and citizenship of past SRP participation from both the student and faculty, if applicable.
- 6) The student's academic record: There is no minimum GPA, 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.

The Committee has a preference for distributing project funding throughout the disciplines and encourages proposals from any and all disciplines. The committee prioritizes projects addressing issues that have not been researched in previous Programs and from faculty and students who have not previously participated. If a faculty member is proposing two summer projects they should let the committee know how to prioritize the projects in terms of funding.

EXTERNALLY FUNDED PROJECTS:

We encourage faculty and students to pursue external funding for their projects whenever possible. External funding allows the Program to support a larger number of projects.

- If a research project is **fully funded** (faculty stipend, student stipend, and project budget) by an external (non-Randolph College) source, the SRP will augment that funding with an additional \$1000 stipend to the faculty member. In this case, we ask for an abbreviated proposal in order to include your project in the Program.

- If external funding does not fully cover the faculty and student stipends and project budget, SRP will make up the difference if the project is approved. In this case, a full proposal submission is expected.
- Summer Research Program projects may not be funded with Departmental funds.

NOTES FOR FACULTY:

- Project ideas may originate from students, faculty, or both.
- Since the Student Scholarship Committee consists of staff and faculty from several 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.

Note: 12-month staff employees cannot act as faculty mentors but can serve as additional, unofficial mentors and help supervise projects, with the agreement of the faculty mentor. 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 students and faculty must be on campus during the eight weeks of the Program. Extended time away from campus must be explained in the proposal, and more than one week away is discouraged. Faculty who will be away from campus for more than two weeks cannot participate in the Program. Faculty must describe ALL time dedicated to other obligations (both professional and personal) in the Proposal and how they will structure the student's working hours while they are engaged in other activities. .
- Faculty are expected to attend weekly seminars and regularly meet with and supervise students. All faculty mentors must be present for the opening brunch (5/6/24), proposal presentations (5/8/24), and the day of final presentations (6/28/24).
- Faculty mentors can work on a project with one or two students. The faculty stipend is not based on the number of students mentored and will remain the same 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. If more than two students per faculty member is being requested, strong justification for this exception needs to be provided in the proposal.
- We discourage faculty members working on more than one project at a time.

COURSE RELEASE OPTION FOR FACULTY

If there are adequate funds in the 2024 SRP budget, the Program will fund one request for a course release to allow a SRP project to be extended beyond the summer. “Course release” means that the faculty member teaches one less course than what is normal for them, and their home department will identify an adjunct to replace that course, if necessary. This additional time should continue the scholarship of the project **with the student**.

If you are interested in this option:

- The course release can be taken in one session in the fall of 2024 or the spring of 2025.
- 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 your request for a course release with your Chair *before* submitting your SRP proposal to ensure that your department can find an adjunct to replace you.
- This option is only to be considered for a project that cannot be completed in the SRP time frame.
- For consideration, the faculty member should submit a request to the SRP Director by the last day of SRP. The request should include a description of the work to be completed during the Session of the course release and how the student will be involved in the project.

NOTES FOR STUDENTS:

- All current undergraduates who are returning to the College (including study abroad) in fall 2024 are eligible for the program.
- Students are required to live on campus in the assigned SRP residence hall during the entirety of the program with the exception of students with official Commuter student status designated through the Dean of Students. Commuter students are encouraged to live on campus but are not required to do so.
- Students living on campus will pay their housing costs from their stipend.
- Occasionally meals are provided during SRP events but college dining services are unavailable during the program. Students are responsible for purchasing their own food.
- SRP is designed to be the student’s primary focus during the program. Therefore, students are not allowed to 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 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 *do not* have to do research in their declared major or with their primary advisor. However, the faculty mentor should have expertise or training in the proposed area of research or research methodology.
- 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 following the SRP in which you participate.
- Students can elect to receive up to 4 academic credits (EXL) at a cost of \$150 per credit for their SRP project.

CONFERENCE TRAVEL FUNDS:

Competitive grants are available to students and faculty to present their work at regional and national conferences the year following their participation in SRP. Conference travel is meant for the student to exhibit/report the project findings and for a faculty member to accompany and report on the SRP project during the academic year following SRP. Requests for conference funding should not be included in the project proposal or budget. The application for SRP Travel Grants (similar to Professional Development funding) will be provided during the last week of the Program. Although the amount awarded to each project is based on the number of requests, typically the maximum funding for a single project is \$2500.

If you have further questions about the Program or the proposal process, please contact Jesse Kern, Director of the Summer Research Program (jkern@randolphcollege.edu) or Luisa Carrera, Administrative Coordinator for the Center for Student Research (lbarrera@randolphcollege.edu).

PROPOSAL GUIDELINES

RANDOLPH COLLEGE SUMMER RESEARCH PROGRAM

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 research questions? What are the ultimate goals of the project?
 - c. What is the significance of the project?
 - d. What methodologies or research protocols will be used to achieve the project goals throughout the course of the program? A project timeline is helpful here.
 - e. If the project cannot be reasonably completed in eight weeks, which 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 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 experiential learning (EXL) credit? If so, how many credits (up to a maximum of 4)? *Note:* there may be some limitations depending on whether the student has previously received EXL credits. Please direct any questions about EXL credits to the Director of Career Development.
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 (6/30/24) 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 additional 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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