2024 SCICU UNDERGRADUATE
STUDENT/FACULTY RESEARCH PROGRAM GUIDELINES

The purpose of this program is to engage undergraduate students in professionally guided primary research, which will develop critical thinking, inquiry, and communication skills.

SPECIAL NOTE TO WOFFORD COLLEGE APPLICANTS: If you are interested in pursuing a SCICU Undergraduate Student/Faculty Research grant, please contact the Director of the Office of Sponsored Faculty Research, Ann Jenks (jenksam@wofford.edu) as soon as possible. She will be able to provide guidance on the project budget and other application materials. The internal deadline to apply for SCICU is February 16, 2024.

Application/Eligibility:
The applying student(s) must be a full-time freshman, sophomore, or first-semester junior (will not graduate prior to February 2025) seeking their first undergraduate degree at the time of application. Only students enrolled at SCICU member institutions are eligible to apply. All academic majors are encouraged to apply.

The applying student(s) must be capable of completing all research by December 6, 2024 and presenting their research findings at the SCICU Research Symposium to be scheduled in the first quarter of 2025 (exact date and location to be announced).

The Chief Academic Officer of the student's institution must approve the proposal.

Qualifying Activity:
It is the responsibility of the faculty sponsor to ensure students understand that all work, including proposals, abstracts, oral, and poster presentations, submitted to SCICU must be free of plagiarism.

Students receiving academic credit for the research project are not eligible for grant funding. Funding will not be awarded to students registered for a thesis course during the grant period (March – December). Upon the completion of the research project a student is allowed to use their data for developing a research or honors thesis.

All proposals must be written by the student(s) with faculty sponsor oversight.

Research must be conducted by the student(s) with faculty sponsor guidance.

Any financial gain as a result of the processes or products developed by projects funded by SCICU becomes the exclusive property of SCICU or the donor, if specified.

Should any proposal submitted to SCICU require funds from other grant programs, the dependency

should be noted as part of the proposal submitted to SCICU. If the proposal submitted to SCICU is selected for funding, funding from the other grant programs also must be received. If not, the SCICU award is invalid. Seeking additional funding from other sources after a proposal has been fully funded must be approved by SCICU.

Application Process (all of the following must accompany the application):
I.   Application – a separate application for each student involved in the research.
II.   A letter of recommendation for each student from the faculty sponsor.
III.   Faculty Sponsor Endorsement & Qualifications Form.
IV.   Student Activity and Responsibility Form, to be completed by student(s).
V.   If applicable, a letter of support from personnel at any off-site facility used in conducting the research must be included.
VI.   Proposal abstract (not to exceed 200 words) written by the student.
VII.   Narrative of proposed project (not exceed four pages). Narrative must include each of the following:
- Rationale for proposed research
- Relevant background literature
- Research procedures to be employed
- Specific means of evaluation of findings
- Significance of the potential findings
- Minimum of three primary literature sources, but no more than six references

As to writing style, assume the reader has little background in the specific topic. Explain the rationale for the proposed research clearly and explicitly. To the extent possible, avoid unnecessary professional or technical jargon. Each grant proposal must be focused, and evidence of preliminary work should be included to ensure that the research and its timetable are feasible.

Budget and Justification: The proposal must include an itemized budget and each item requires justification (see Budget Justification Form). **While faculty stipends are not permitted to be drawn from grant funding, the faculty sponsor of each funded project will receive a $250 professional development grant.** At the discretion of SCICU, maximums may be imposed on certain expenses.

The grant proposal and all required documentation must be professional in appearance. Submit material by no later than Friday, March 1, 2024 to:

E-MAIL: brenda@scicu.org   **Mailing address:**   **Brenda Torrence**
                                                                SCICU
                                                                1706 Senate Street
                                                                Columbia, SC 29201

Review & Selection:
Proposals will be evaluated by an inter-institutional faculty panel from SCICU member institutions. To ensure conformity to the program purposes, eligible proposals will be evaluated on the following criteria:
(1) Research merit.
(2) Educational benefit.
(3) Appropriateness of the proposed method or approach. A well-developed, detailed methodology is required in the proposal. Be sure to include means of measurement and means of encoding data.

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(4) Capability of applicant to conduct the proposed activity and the faculty sponsor to support their efforts.

(5) Appropriateness of the proposed budget

SCICU encourages broad participation by all member institutions. To talk with a review committee member or have a workshop at your institution, contact brenda@scicu.org.

Award notification will be provided to the faculty sponsor and the institution's Chief Academic Officer. All funds will be distributed to the Chief Academic Officer for disbursement as required.

Summary of Findings:

Student grant recipients are required to prepare and submit a one-page summary of their research findings to SCICU no later than January 31, 2025 (review the guidelines applicable to submission of one-page abstracts). Additionally, students are required to present their research findings at the SCICU Research Symposium in 2025 (date, time, and location to be announced – generally held in February). Faculty sponsors are also required to attend the Symposium. The SCICU Research Symposium is designed to enhance the student's communication skills and provide professional-level experiences presenting findings and answering questions. For oral presentation we encourage the use of PowerPoint or comparable technology. Oral presentations are allowed a maximum of ten minutes per proposal. In lieu of oral presentations, if the number of proposals funded warrants allowing poster presentations, SCICU will notify the faculty sponsor and student. The student will then be able to request to present their work in a research poster discussion session. If permitted, poster presentations will be permitted on a first come-first serve basis and will be limited to a maximum of ten. Poster template and guidelines will be provided. Poster presenters will be allotted a maximum of four minutes to provide an oral summary of their project and will remain with their project until all poster presentations are complete and for a Q&A session lasting approximately 15 – 20 minutes.

2024 Schedule:

Two progress reports (see due dates below) are to be submitted to the Chief Academic Officer at your institution. These reports are to be prepared by the faculty sponsor. The report should briefly summarize the student(s) progress and inform the Chief Academic Officer if the student is on track or if the student(s) is not on track to complete the project. If not on track, provide a detailed explanation of how the project can be completed within the grant cycle. The Chief Academic Officer is asked to forward the information or contingency plan to SCICU (brenda@scicu.org) immediately. If needed, the SCICU Evaluation Committee will discuss the circumstances and decide how to proceed.

November 28, 2024	-	2024 "Call for Grant Requests" sent via e-mail to all SCICU Chief Academic Officers
March 1, 2024	-	Deadline for submission of grant proposals to SCICU
March 2024	-	Evaluation team to meet
March 2024	-	Awards announced and checks issued
June 28, 2024	-	Progress report #1 to Chief Academic Officer
September 5, 2024	-	Progress report #2 to Chief Academic Officer
December 6, 2024	-	Research to conclude
January 31, 2025	-	One-page summary of research findings due to SCICU
February 2025	-	Research Symposium (Location, date, time to be announced)

2024 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH APPLICATION
(COMPLETE A SEPARATE APPLICATION FOR EACH STUDENT INVOLVED IN THE PROJECT)

TITLE OF PROJECT: _____

_____

COLLEGE: _____   PROJECT DATES: _____ / _____

<div style="text-align:center">BEGIN   CONCLUDE</div>

IF THIS PROJECT IS FUNDED, PLEASE INDICATE YOUR SYMPOSIUM PRESENTATION PREFERENCE (CHECK ONE): _____ **ORAL** _____ **POSTER** _____ **NO PREFERENCE**

MAX. OF 10

STUDENT'S INFORMATION

NAME: _____   _____   _____

   (FIRST)   **(MIDDLE)**   **(LAST**

STUDENT EMAIL: _____

TOTAL CREDIT HOURS COMPLETED AT TIME OF PROPOSAL SUBMISSION: _____

MAJOR: _____   CUMULATIVE GPA: _____

CLASSIFICATION (CIRCLE ONE): FRESHMAN SOPHOMORE JUNIOR

_____

SIGNATURE OF STUDENT / DATE

FACULTY SPONSOR(S)

NAME: _____   DEPT: _____

RANK: _____   PHONE #: (_____) _____

EMAIL: _____

_____

SIGANTURE OF FACULTY SPONSOR / DATE

CHIEF ACADEMIC OFFICER

NAME: _____   PHONE #: (_____) _____

EMAIL: _____

_____
SIGNATURE OF CHIEF ACADEMIC OFFICER   /   DATE

<mark>(YOUR SIGNATURE INDICATES THAT THE RESEARCH UNDERTAKEN IN THIS PROJECT FULLY COMPLIES WITH YOUR INSTITUTION'S IRB & ANIMAL CARE POLICIES. IF APPLICABLE, APPROVAL LETTERS FOR IRB AND IACUC SHOULD BE INCLUDED IN THE APPLICATION PACKAGE)</mark>

2024 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH PROGRAM

FACULTY SPONSOR ENDORSEMENT/QUALIFICATIONS FORM
(Approximately 500 characters per section)

1.   How will you document student hours spent on the project, work performed by the student(s), and report the information to SCICU?

       _____
       _____
       _____
       _____
       _____
       _____

2.   How will you support the student(s)?

       _____
       _____
       _____
       _____
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3.   What learning outcome(s)/goals do you expect your student(s) to achieve?

       _____
       _____
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4.   Please list your qualifications to support the project and the student(s) involved.

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2024 SCICU UNDERGRADUATE STUDENT/FACULTY RESEARCH PROGRAM

STUDENT ACTIVITY/RESPONSIBILITY FORM
**(To be completed by the student involved in the research project.
Approximately 500 characters per section)**

1.   What are your qualifications to conduct the project?

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2.   What learning outcome(s)/goals do you hope to achieve?

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SIGNATURE OF STUDENT

2024 SCICU STUDENT/FACULTY UNDERGRADUATE RESEARCH PROGRAM
BUDGET JUSTIFICATION FORM

TOTAL BUDGET: $_____

EQUIPMENT $_____   Small equipment purchased with funds received through an SCICU grant becomes the property of the SCICU member institution and disposition will be at the discretion of the institution's Chief Academic Officer. Funds may be requested for specialized hardware or software additions to existing computers. Computers, tablets, and Smartphones will not be funded.

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SUPPLIES $_____

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TRAVEL $_____   Includes mileage, airfare, meals, and lodging while conducting research related to the SCICU funded project. Travel costs for student(s) and/or faculty sponsors to attend the SCICU Research Symposium or other professional conferences are not allowable expenses.

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STUDENT STIPEND $_____   Student stipends will be funded at $10.00 an hour. The student stipend should be based on the actual time working on the project. *Sponsoring faculty members are responsible for providing a detailed timetable justification for the estimated number of hours needed to complete the project and provide approximate dates for the span of time encompassing primary work involved.* The maximum number of hours is 40 per week for a maximum of 10 weeks. No student stipend will be paid for work resulting in academic credit.

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OTHER $_____   Indicate all other costs involved in the project