

**U**ndergraduate

**R**esearch

**C**ouncil

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The logo for SUNY Cortland, featuring the word "Cortland" in a large, stylized serif font, with "SUNY" in a smaller, sans-serif font above it.

**2020**

## **Undergraduate Summer Research Fellowship Program**

**Application Deadline: Friday March 13, 2020**

The Undergraduate Research Council anticipates awarding a limited number (approximately 12) of summer fellowships to students interested in pursuing their research or creative activities. Proposals from all academic disciplines are welcome and encouraged.

### **The Fellowships**

The fellowships provide an opportunity for undergraduate students and their faculty mentors to engage in eight weeks of full-time scholarly activity during the summer of 2020. The fellowships are intended to support student's original research projects, not for merely being a research assistant on a faculty member's research project. Each fellowship consists of a \$4,000 student award and a \$1,000 faculty award. In addition, the Residence Life and Housing Office has partnered with the Undergraduate Research Council to offer eight weeks of campus housing for student fellows. Housing (subject to conditions) will be provided in a standard double room with a roommate as additional benefit the fellowship.

### **Eligibility Requirements**

1. Faculty are permitted to sponsor no more than 2 student fellowship applications. If both are awarded, faculty may receive funding for only one fellowship.
2. Student fellows must be a sophomore, junior, or a senior graduating in December 2020 or after.
3. Student fellows cannot be a recipient of a prior Undergraduate Summer Research Fellowship award.
4. Student Fellows may not be otherwise employed fulltime or be enrolled in courses in during the performance period of their fellowship.
5. Fellowship full-time commitment must be fully completed by August 24, 2020.

### **Expectations**

1. Mandatory attendance at an awardee reception meeting in late April, 2020, at which time each fellowship recipient will give a brief presentation describing their proposed scholarly activity.
2. Required presentation on the results of their research for 2021 SUNY Cortland *Transformations* conference.

### **Evaluation Criteria**

Proposals will be reviewed by the Undergraduate Research Council. The evaluation criteria will include the intellectual quality of the project and merit of the research/creative experience, feasibility and faculty mentoring plan.

**SUNY Cortland Undergraduate Research Council**  
**2020 Undergraduate Summer Research Fellowship Program**

**Application**

**All application materials must be submitted to the Undergraduate Research Council Office c/o Nicole Allen (Miller Building, Room 206) no later than 4:00 PM, March 13, 2020. Late applications will not be accepted.**

**Decisions will be made no later than April 3, 2020.**

Applicant Name: \_\_\_\_\_ ID #: C00-\_\_\_\_\_

Major: \_\_\_\_\_ Number of credits earned towards graduation: \_\_\_\_\_

Campus/Local Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Research/Creative Activity: \_\_\_\_\_

\_\_\_\_\_

- ☐ Check here if you would require housing in the designated summer residence hall(s) during the period of your fellowship. By checking this box, student and faculty mentor will be required to sign a housing agreement prior to an award being made. Dates of residence do not include periods in which the campus residences are closed. Note: this award does **not** include meal service, which is limited during the summer months. Indicate if you have a request for an Undergraduate Summer Research Fellowship student as a roommate. Note: roommate requests may only be granted if both students request one another mutually and both are approved fellowship recipients at the time of room assignments. Otherwise, Residence Life and Housing reserves the right to assign other summer residents as roommates.

Faculty Mentor: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Student Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions:** Part A of this application must be completed by the student. Part B of this application should be completed by the faculty mentor. Answer in the space provided or attach a separate sheet(s).

## **Part A. Student**

1. Describe in your own words your proposed research project or creative activity. Include in your description your specific research question or what you will be investigating. (Limit your answer to 500 words or less)

2. Describe how your proposed research is original (e.g., has not been done before) and its significance. Any bibliographic references cited should be included in a references cited or bibliography section as an attachment. (Limit your answer to 250 words or less)

3. Describe in your own words the approach/method you will use to carry out your proposed project or creative activity. Explain why this is a reasonable approach that should result in a high likelihood of a successful completion. In your description, please also describe where your research will take place (e.g., on campus, in the field, at a remote location) and also include an estimated timeline (with dates) of your research activities. (Limit your answer to 250 words or less)

4. Describe and list any resources (e.g., funds for consumable supplies or travel) that are needed to successfully conduct the proposed research and how these needs will be met. If none, please indicate so. Please note that extra funding for these research supplies **are not** provided by the Undergraduate Research Council and must be met by other means (e.g., department funds, faculty funds, personal funds/fellowship stipend).

5. Describe in your own words any relevant academic experience(s) that have prepared you for conducting this proposed activity and/ or elaborate on how your involvement in this project fits into your future academic plan and/ or research agenda. (Limit your answer to 250 words or less)

6. URC Summer Research Fellowships are intended to be a full-time activity conducted during eight continuous weeks over the summer period. Please provide your signature below indicating your understanding that you are not to accept fulltime employment (including internships) or enroll in courses (either at SUNY Cortland or other institution) during the performance period of the fellowship.

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7. Submit an unofficial transcript of your academic record.

8. \_\_\_\_ Check here if your proposed research involves the use of human participants.

Please note: If your project involves human participants in the research, you will not be permitted to initiate research nor have any awarded fellowship funds distributed until the Cortland's Institutional Review Board (IRB) has reviewed and approved the research protocol, and informed consent has been obtained. Please see <http://www.cortland.edu/irb/policies.html> for additional details and IRB policies.

## Part B. Faculty Mentor

*Faculty generally view their mentoring of undergraduate research as a deeply satisfying form of teaching, although one that can require a major commitment of time and resources. Mentoring undergraduate students effectively often requires that the faculty provide training in their area of expertise, encouragement and support, provide feedback as the research progresses, and above all else accessibility and good communication. After fully discussing all aspects of the research project with your student, carefully review your student's completed part of their application prior to formulating your responses below.*

1. Describe how you plan to mentor (support) the student throughout the proposed activity. **Be very specific about how many times per week you plan to meet with your student, where you will meet them, and describe how you will monitor your student's progress.** (Limit your answer to 500 words or less)

2. Please comment on the feasibility of the student's research plan and the likelihood of success taking special note to section A-4 on resources. (Limit your answer to 250 words or less)

3. Attach a brief (**2 page maximum**) vitae of your professional accomplishments (including publications, professional presentations, awards, etc.). Please also including any previous and current scholarly activities that include undergraduate students.

4. Attach a letter of recommendation for your student.

5. If you have served as a mentor on a previously funded summer research fellowship(s), you must provide the following information: name of the student(s), brief description of the project, and outcome(s) of the project (e.g., presentations, publications, performances, or other scholarly activities that resulted from the project, including *Transformations* presentations).

**Note: Only the materials requested in this application will be forwarded to the review committee. Please do not attach any additional letters of recommendation.**