**Summer 2024 Grant Competition**

**Call for Proposals**

Deadline: 10:00 am on Monday, March 18, 2024

<https://www.newpaltz.edu/research/grants--scholarships/usr_sure.html>

The Research, Scholarship, and Creative Activities (RSCA) office is happy to announce the 2024 *Summer Undergraduate Research Experience* (SURE) grant program. The SURE grant will provide funds and support for student-faculty scholarly collaborations over an 8-week period during the summer.

We adopt a broad definition of "scholarship" and welcome applications from all academic divisions on campus (Fine & Performing Arts, Liberal Arts & Sciences, Library, School of Business, School of Education, and School of Science & Engineering). Projects can be conventional scholarship meant to create new knowledge or works, or apprenticeships meant to train the student on your field’s core skills, or applied projects meant to assist a campus or community group. Projects can also be either faculty-driven (i.e., students assisting at a high level on the mentor’s scholarship) or student-driven (i.e., students chasing their personal interests). Whatever its form, our main condition is that the project must provide students one-on-one training from the faculty expert, extending their learning and professional development beyond what is possible in the classroom.

**Support Available**

* *Project funding*: Up to $750 (including delivery fees) to purchase supplies (software, etc.) and services, reimburse faculty travel to research sites with the student, or [pay research participants](https://www.newpaltz.edu/research/grants--scholarships/participant-payments/). See the SURE website for a full list of possible expenses. All funding requests ought to explicitly connect the requested items to student learning outcomes.
* *Stipends.* A stipend of up to $3,700 (hourly rate, via biweekly timesheets) to the student and $1,500 to the faculty mentor. If the proposal includes two students or faculty, they will split their respective stipends.
* *Supplemental award for first-year student*. We hope to also offer a supplemental award to a rising sophomore who works on the SURE project, with a $3,700 stipend (hourly rate) to the student and an additional $300 to the mentor’s stipend. The supplemental award is not a stand-alone award; it must be associated with a funded SURE project. It should either parallel the SURE project or serve as a sub-project. A successful SURE application does not guarantee a supplemental award too. The supplemental application for this award is available on our [[website](https://www.newpaltz.edu/research/grant-programs/usr_sure.html)](https://www.newpaltz.edu/research/grants--scholarships/usr_sure.html).
* Students who win a SURE award and return next year to continue the project (or an offshoot) are also eligible for [our scholarships](https://www.newpaltz.edu/research/grants--scholarships/scholarships/), which support either tuition or project costs.

**Eligibility**

The program is open to all full-time faculty and students with undergraduate status through at least December ‘24. Students can also apply if graduating from our campus this Spring and continuing full-time in one of our graduate programs next Fall, but their applications will receive lower priority.

Projects usually involve only one faculty mentor and one student. But we can support larger projects with two faculty mentors and/or two students. In those cases, the faculty or students split their stipends evenly.

**Requirements**

*Project Features & Timing:* The projectshould be an intensive hands-on experience, akin to a full-time position for the student. The student should also be involved in multiple key phases throughout the project, consistent with the SURE program’s aim of fostering students’ professional growth within their academic discipline. Although some advance preparation is appropriate and the project may continue beyond the award period, the bulk of the project should be pursued during the SURE award period.

The SURE grant supports students on an hourly rate for approximately 8 weeks during the summer period, which ends in mid-August. Those 8 weeks need not be contiguous; there’s flexibility to accommodate personal vacations, etc.

*Mentorship*: Faculty mentors should provide one-on-one guidance to their student, including multiple meetings each week of the project. This interaction will give students useful experience in communicating and critically analyzing the project topic. The mentor commitment also includes providing original signatures on time sheets on alternate weeks.

*Assessment*: Mentor-student pairs must participate in the SURE assessment program, which is intended to help them improve the student’s project experience.

*Safety:* Faculty mentors must train the student on safety procedures appropriate for the project.

*Participation in SURE Events:* Students must participate in the SURE Orientation and the SURE Showcase event. We might also host some additional social outings for SURE students during the summer period.

Here is the tentativeschedule of SURE program deadlines & events:

* March 18: application due by 10:00 am
* mid-April: award winners announced
* May 10 (time TBD): SURE Orientation for students
* May 29 – August 16: conduct project over ≈ 8-week period
* mid-September (date & time TBD): SURE Showcase, where students present their projects

**Proposal Format**

You must use the *current* application, which differs from past versions.

Briefly, the proposal should contain these parts, available on the subsequent pages:

Briefly, the proposal should contain these parts, available on the subsequent pages:

1. Page 1: *Cover sheet*.
2. Page 2: *Budget Considerations.* The preliminary budget not to exceed $750 (including delivery charges). We can fund supplies, book, services, software, hardware and other similar items. Conference travel (incl. poster printing) is a separate application ([STA](https://www.newpaltz.edu/research/presentation-opportunities/travelfunds.html)). A budget totaling $0 is acceptable if you wish to apply simply for the stipend or honor.
3. Pages 3-4: *Faculty statement*. Faculty mentors should prepare this section. Please leave the questions in the text of your proposal. Limit yours to the 2 provided pages, without adjusting fonts or margins; longer ones will not be considered. Diagrams can be inserted if helpful; please do not insert photos of your research team.

The strongest faculty statements have two qualities. First, for Qs 1-2 especially, they are written in a lucid way for the RSCA Board, an audience that is unfamiliar with the applicant’s field of study. They provide context and minimize jargon, for example. Second, for Qs 2-6 especially, they provide detailed answers that allow the Board to judge if the project is well-planned, feasible, and aligned with the RSCA’s mission.

1. Page 5: *Student statement*. Students should prepare this section. Please leave the questions in the text of the proposal. If two students will work in the project, they should complete this statement together, taking care to identify their respective roles and workload; in such cases, this statement can extend to 1.5 pages.

The proposal should be no more than 5 pages, 5.5 pages if there are multiple students on the project.

Please contact the RSCA Director (Corwin Senko, x3602, [senkoc@newpaltz.edu](mailto:senkoc@newpaltz.edu)) with any questions about requirements, budget constraints, etc. If you have not previously won an AYURE or SURE grant, we strongly recommend that you peruse the sample applications on our [website](https://www.newpaltz.edu/research/grants--scholarships/usr_sure.html).

**Proposal Submissions**

Please convert your proposal into a PDF file. Please name the document using the following format: SURE24FacultylastnameStudentlastname.pdf, except, obviously, with your actual last names (ex, SURE24SondheimMiranda).

Please e-mail proposals by 10:00 am, March 18, 2024, to: [rsca@newpaltz.edu](mailto:rsca@newpaltz.edu)

Use *SURE24 Proposal* in the subject line.

Sent it as an attached file that can be opened without password, not a shared file link.

Only electronic submissions FROM THE FACULTY MENTOR will be considered.

**Proposal Evaluation**

Proposals will be reviewed by the RSCA Advisory Board, a diverse group of faculty whose scholarly expertise is unlikely to be in an applicant’s field. We evaluate proposals primarily for their clarity/completeness and fit with the RSCA’s mission. Accordingly, we favor proposals that are accessible to all reviewers, allow the student a large role in multiple project phases, identify meaningful learning outcomes, provide a thoughtful plan to mentor the student, and include a well-planned timeline. Our [website](https://www.newpaltz.edu/research/grants--scholarships/usr_sure.html) has an evaluation rubric and sample proposals.

For the SURE grant, we usually receive more strong proposals than we can fund. When that happens, we prioritize the RSCA’s aim to support a wide range of faculty & academic divisions over time. That includes consideration of the applicants’ number of RSCA awards in recent years.

**STATE UNIVERSITY OF NEW YORK AT NEW PALTZ**

**2024 Summer Undergraduate Research Experience (SURE) Application**

*Please keep the current margins and use 11pt font minimum. Submit your proposal in .pdf format.*

Page 1: Cover Sheet

**Principal Investigator**

Name:

Department:

Email:

Faculty rank:  Lecturer or Instructor  Assistant Professor  Associate Professor  Full Professor

**Student Investigator(s)**

Name:

Major / minor:

Overall GPA:

Expected degree & graduation date:

Email:

**Project Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethical Considerations**

1. *Does this work involve human subjects?* Yes  No

*If yes, has the HREB been notified or has the project been approved?* Yes  No

1. *Does this work involve recombinant DNA?*  Yes  No

*If yes, has the IBC been notified?* Yes  No

1. *Does this work involve non-human vertebrates?* Yes  No

**Agreements**

Please indicate your awareness of this grant proposal’s requirements by checking each box below. Applications will be processed only if each box is checked.

We assure that the information in this application is correct.

We understand that the faculty statement is limited to two pages, and that the student statement is limited to 1 page (1.5 pages if multiple students are listed on the proposal), while keeping the margins and font size (11 point) of the original application.

We understand that we must participate in the SURE orientation and complete all SURE assessments. Otherwise, we both will be ineligible for RSCA funding for one year.

We understand that the student must present the project at the SURE Showcase event next September. Otherwise, we both will be ineligible for RSCA funding for one year.

We permit the RSCA to include our project and names on any campus-wide emails/websites/brochures that list SURE winners.

Page 2: Project Budget Considerations

*Note*: Per SUNY policy, all non-disposable equipment (electronics, furniture, software, instruments, clothing, etc.) funded by an AYURE or SURE grant is university property and must be kept on campus (typically housed officially in the faculty mentor’s department) after the project.

Are you requesting SURE funding for supplies or services? Yes  No

*If not, that is fine, you can still apply for a SURE award even if not requesting funding.*

*If yes, please provide an itemized list of items, count, and associated costs below in the table below (add rows, as needed).*

*Include the link to the website that lists the item & cost.*

*The budget should not exceed $750, including taxes and delivery fees.*

*Note that, after offering a grant, the RSCA tends not to support changes to the budget.*

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| --- | --- | --- |
| *Item* | *Count* | *Cost* |
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|  |  | *TOTAL:* |

If requesting funds, would the SURE grant cover all project expenses? Yes  No

*If not, identify the additional sources of funding that will be used.*

Pages 3-4: Faculty Statement (no less that 11pt font; keep questions italicized but use plain font for answers)

*Question 1: What is your project’s purpose? Provide a BRIEF and clear review (citations not required) of the prior work that led you to the proposed project. Explain how the project could contribute to that body of work. Include any expected outcomes or hypotheses, if applicable.*

*Question 2: How will the project be conducted? Summarize any core procedures or activities. Outline your anticipated timeline for each major phase of the project.*

*Question 3: What is the student’s role in the project? What are the student's qualifications? If there are multiple students on this proposal, address them separately here and justify their separate roles.*

*Question 4: What are the project’s main learning outcomes for the student? Explain how they extend beyond those achieved by normal course activities in your major.*

*Question 5: What are your mentoring goals? What is your is your meeting schedule? Address safety (laboratory, studio, travel, etc.) or ethical issues too, as appropriate.*

*Question 6: How do the requested budget items support the project and the student’s learning outcomes? Items are unlikely to be supported unless clearly meant for this specific project and your student’s outcomes.*

*Question 7: Summarize the work accomplished with AYURE & SURE funding in the past 3 years (since Fall, 2021), regardless of whether it relates to the current project.*

Page 5: Student Statement (may not be cut and pasted from the mentor’s section; no less that 11pt font; keep questions italicized but use plain font for answers; for a multiple-student statement, you can extend up to 1.5 pages, taking care to address each student separately for Qs 1, 3, & 5)

*Question 1: Describe your role in achieving the goal(s) of proposed project. If multiple students are involved, describe your roles and workload division here.*

*Question 2: Describe the specific methodology you will employ in carrying out this role.*

*Question 3: Describe your qualifications to participate in the proposed project.*

*Question 4: Describe your plans to meet with your mentor for guidance.*

*Question 5: Describe your plans after graduation and how, if at all, your involvement in the proposed work relates to those plans.*