



Nuts and Bolts of Submitting a EURECA Proposal

**The Office of Undergraduate Research
2023-2024**

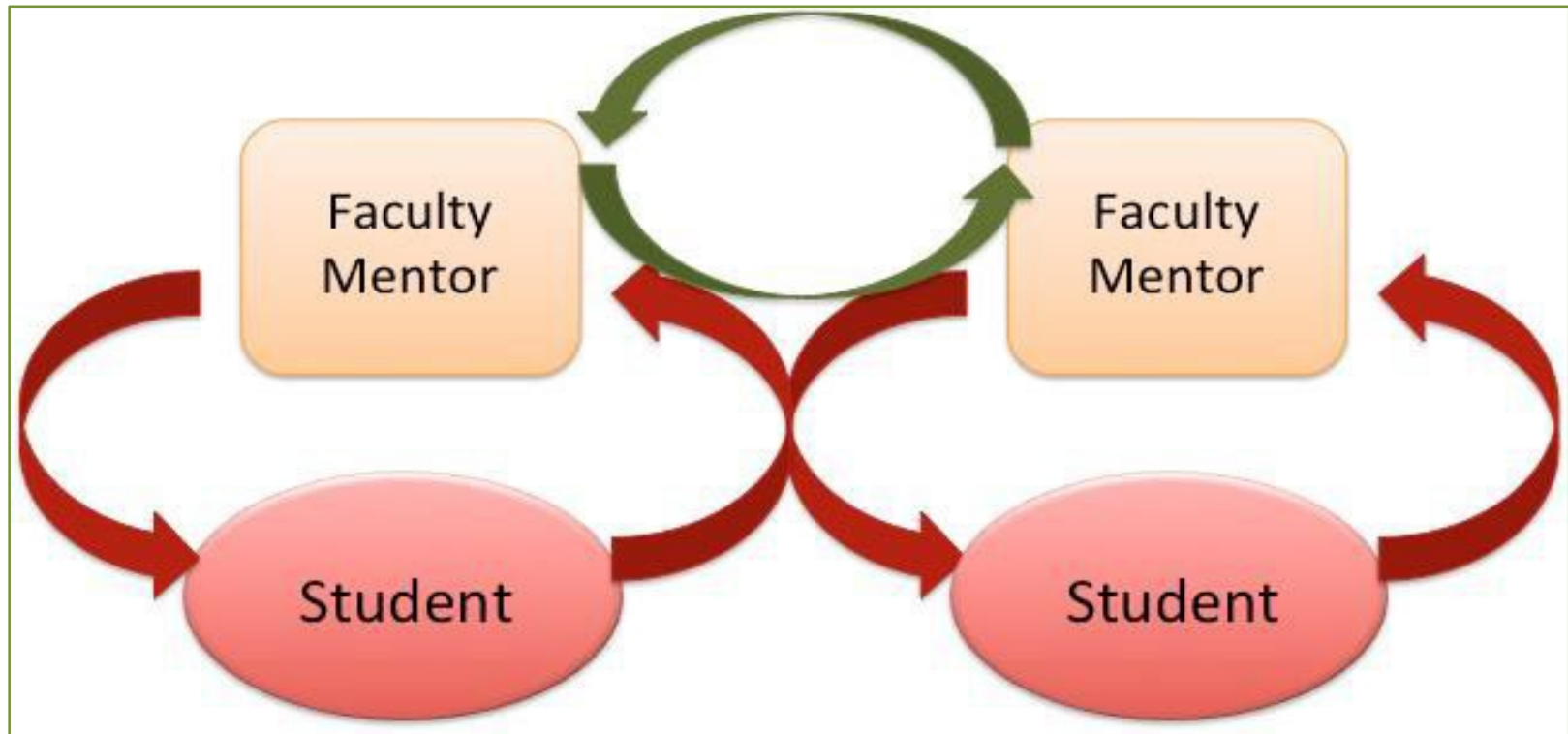
Dr. Stacia Miller- Director

Ms. Julie Scales- Coordinator



Overview

Fostering Student-Faculty Partnerships



Proposal Types



Proposals can be initiated by:

- Undergraduate Students- Individual or Group
- Faculty Mentors

- There is a fillable form available on the EURECA website
- First Section- General Information
 - For Faculty Mentor Proposals Only
 - For Undergraduate Proposals Only
- Following Sections- Project Description

First Page

EURECA
Enhancing Undergraduate Research Endeavors and Creative Activities

Faculty Proposal Application

Title of the Proposed Project:

This project is New Continuing EURECA

This project will be conducted during the

Fall Only Spring Only One Academic Year

Faculty mentor(s) name: _____

College: DCOBA EDUC COFA GSHS PYHSS MCOSME

Department: _____

Email address: _____

Phone Number: _____ Alternate phone number: _____

Name, M#, classification, department, both major and overall GPA, phone number and e-mail address of up to two students whom you will mentor (copy format for multiple mentees).

Name: _____ M number: _____

College: DCOBA WCOE COFA GSHS PYHSS MCSME

Department: _____

Email address: _____

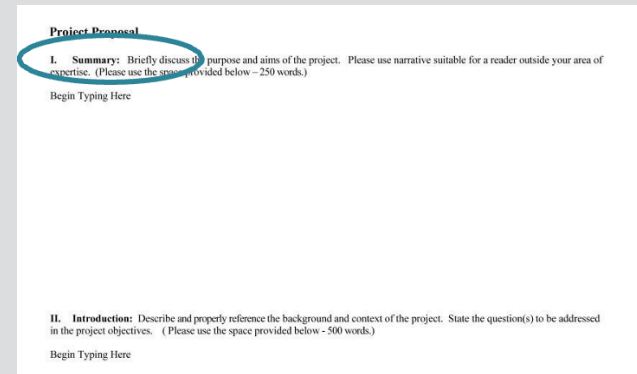
Phone Number: _____ Alternate phone number: _____

Classification (check one): Freshman Sophomore Junior Senior

Major GPA _____ Overall GPA _____ N/A _____

Project Proposal

- I. Summary: This is where you will briefly describe the purpose and aims of the project.
 - Assume that the reader knows nothing about the project and be explicit and to the point. Use narrative suitable to a reader outside of your area of expertise.
 - 250 words- stay within the limit and use as much of the limit as you can
 - Components:
 - Purpose:
 - Gap in knowledge
 - Resolve a conflict in the literature
 - Offer a new perspective
 - Aims (general) or objectives (specific)
 - Methodology: Approach or Process
 - Expected Outcomes
 - Recommend to write this section last



Project Proposal

I. Summary: Briefly discuss the purpose and aims of the project. Please use narrative suitable for a reader outside your area of expertise. (Please use the space provided below - 250 words.)

Begin Typing Here

II. Introduction: Describe and properly reference the background and context of the project. State the question(s) to be addressed in the project objectives. (Please use the space provided below - 500 words.)

Begin Typing Here

II. Introduction: Describe and properly reference the background and context of the project.

- Discuss the literature/what others have done
- Comes from reading the existing published literature
- 500 words- stay within the limit and use as much of the limit as you can
- State the question(s) to be addressed or purpose
- If applicable, include the hypothesis here

Project Proposal

I. Summary: Briefly discuss the purpose and aims of the project. Please use narrative suitable for a reader outside your area of expertise. (Please use the space provided below - 250 words.)

Begin Typing Here

II. Introduction: Describe and properly reference the background and context of the project. State the question(s) to be addressed in the project objectives. (Please use the space provided below - 500 words.)

Begin Typing Here

III. Preliminary Results/Findings/Progress: This is for continuing projects only!

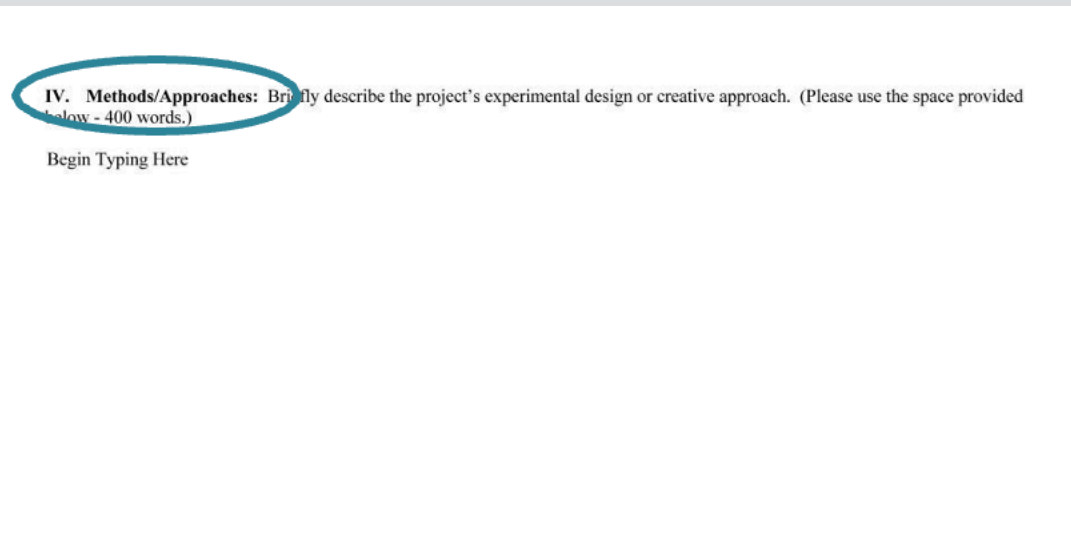
- If you are not continuing a project from a previous semester, you can put N/A
- If the proposed project is a continuing EURECA project, then discuss accomplishments from previous funding periods.
- 300 words- stay within the limit and use as much of the limit as you can

III. Preliminary results/findings/progress: If the proposed project is a continuing EURECA project, describe accomplishments from the previous funding period. (Please use the space provided below - 300 words.)

Begin Typing Here

IV. Methods/Approach: Describe the research design or creative approach of the project.

- How are you going to answer the question?
- What research/creative tools will you use to answer the question?
- 400 words- stay within the limit and use as much of the limit as you can

A screenshot of a form section. At the top, the text "IV. Methods/Approaches: Briefly describe the project's experimental design or creative approach. (Please use the space provided below - 400 words.)" is displayed. The words "IV. Methods/Approaches:" are circled in blue. Below this text, the phrase "Begin Typing Here" is centered. The rest of the form area is a large, empty white space.

V. Expected Results/Outcomes: Describe the anticipated results or findings of the project.

- Based on previous literature or similar research
- 300 words- stay within the limit and use as much of the limit as you can

VI. References or Literature Cited

- Give credit where credit is due
- Use American Psychological Association (APA) style
- Maximum of 10
- Should be related to the amount of research available on the topic

VIII. Timeline.

- Be concise
- You can use bullets, a table, or a graph
- If using text -200 words

September	October	November	December
Finish assembly of experimental apparatus	Tune and modify apparatus with goal of generating SBSL	Further tune apparatus and begin modifying parameters	Compile results/theoretical model in a paper

IX. Budget: Estimated budgetary needs.

- Materials/Supplies: Up to \$500 per semester.
 - Small equipment
 - Services
 - Software
 - Shipping & handling estimates
 - Must submit detailed Expense Request
- Student Travel: Up to \$500 per project
 - Registration fees
 - Abstract submission cost
 - Estimated transportation/airfare
 - Lodging and meals per intended conference
 - First Come, First Serve basis
 - Must submit a Request for Travel Authorization (RTA).

Fillable Budget Table

Materials and Supplies	\$	Estimated Travel	\$
		Registration	
		Lodging	
		Transportation	
		Meals* (use Per Diem rate)	
		*	
Materials and supplies total		Student travel total	
Grand total			

- Explain each item in the budget in your narrative:
 - Why the item is needed
 - How the item will be used
 - Note if the budget is for the semester or for the full year

Insert Signed Commitment Forms

- Faculty commitment(s)



Mentor Commitment to the Project

I, Sarah Quintanar, hereby certify I have read the proposal entitled “The Impact of Poverty and Race on Access to Quality Hospitals,” and I will commit time to working on the project as a mentor of Fynne Forde and Breidy Encarnacion (*insert student's name*). My teaching schedule with specific times to mentor and work with the student is included in the proposal. I understand and will meet the following expectations:

- Attend all planned EURECA workshops, presentations, forums, and faculty meetings called by the UGR Office Director
- Attend monthly student meetings as scheduled
- Contribute to Creative Inquiry: Interdisciplinary Thinking course
- Actively engage with your student mentee(s) to execute your research project as proposed
- Submit a short progress report on behalf of your mentee(s) by a designated date
- Submit an abstract to present results of your project jointly with your student mentee(s) at a professional society meeting, if the opportunity arises
- Attend the Undergraduate Research and Creative Activity Forum
- Engage in activities promoting the EURECA program
- Assist in the evaluation of the EURECA program
- Write a report on the outcomes of the project by the end of the semester


Signature

6/7/2020
Date

- Student commitment(s)



Student Commitment to the Project

I, Dianna Daniel, hereby certify I have read the proposal entitled “Utilizing Membrane Protein Chaperone as a Treatment to Ameliorate Tau Protein Aggregation,” and I will commit time to working on the project as a mentee of Fu-Cheng George Liang (*insert faculty member's name*). My class schedule with specific times to work on the project is included in the proposal. I understand and will meet the following expectations:

- Enroll in no more than 15 credit semester hours (excluding MWSU 2003/4000).
- Enroll and successfully complete Creative Inquiry: Interdisciplinary Thinking (either MWSU 2003 or MWSU 4000 (please refer to the class schedule for class times).
- Attend all planned EURECA workshops, presentations, and forums.
- Attend monthly meetings as scheduled.
- Work diligently with your faculty and/or graduate student mentor(s) to complete your research project in a timely fashion.
- Present results of your project in the Undergraduate Research and Creative Activity Forum.
- Work with your faculty and/or graduate student mentor to submit at least one abstract to present results of your project at a professional society, if opportunities arise.
- Engage in activities promoting the EURECA program.
- Participate in the assessment of the EURECA program.
- Write a report of the project results by the end of the semester. Include a paragraph or two describing reflections on your EURECA experience at the end of the report

By signing below I further agree to repay in full all funds paid out on my behalf while participating in the EURECA scholarship program in the event that I am unable to complete or meet the requirements of the program including: scholarship/stipend, project supplies and material expenses, travel expenses: airfare/transportation, registration fees, and or lodging and meals. I agree to comply with MSU policies of Student Conduct while attending all EURECA events or conferences at which I am representing MSU and EURECA.

Dianna Daniel
Signature

06/01/2020
Date

Review Process- Faculty Volunteers

EURECA Project Review Rubric

Title: _____

Proposer Name(s): _____

Category	Outstanding (4)	Good (3)	Fair (2)	Unacceptable (0)	Total
Purpose	Clearly defined. Aims listed and clearly outlined.	Needs to be clearer and/or missing minor information. Aims listed and reasonable.	Unclear. Aims are reasonable.	Unclear. Aim(s) missing or unclear.	
Introduction	Project is excellently framed. Background and context are clear. Questions & objectives are clearly stated.	Project is well framed. Adequate background and context. Questions & objectives are stated.	Project not framed well. Inadequate background and context. Some objectives are partly connected to the aim.	Poorly framed with no clear context. Objectives are missing or not connected to the aim.	
Methods/ Approaches	Clearly described. Appropriate and innovative.	Good description but lacks some detail. Appropriate and interesting.	Description unclear or incomplete. Appropriate & acceptable.	Not described or inappropriate.	
Expected Results/ Outcomes	Clearly described. Clearly linked into the broader scholarly field.	Outlined, but lacks detail. Clearly linked into the broader scholarly field.	Not clearly described. A link is made to broader scholarly field.	Not described. Link to broader field is unclear or unstated.	
Student Involvement	Student role is clearly described. Work is clearly student-oriented; students actively involved in the process (not merely observing or carrying out menial tasks)	Student role is mostly clearly. Students have a central role in the project, though creative/design input is limited.	Student role is unclear; raised more questions. Students mostly observers.	Student role not defined. Students as bystanders or role of mentor superficially presented.	
Faculty/ Student Time Commitment	Appropriate time commitment. Student role clearly described. Detailed time for student-mentor meeting included as well as specific times to work on the project.	Appropriate time commitment. Student role described. Time for student-mentor meeting included.	The weekly allotted time is insufficient to achieve the proposed objectives.	Unreasonable time commitment.	
Timeline	Appropriate and described in detail.	Appropriate and reasonable.	Too general. Lacks details	Inappropriate or missing.	
Budget	Budget appears reasonable and complete. It provides justifications for stated needs.	Budget appears reasonable and complete, but lacks justification for one or more stated needs.	Budget appears incomplete or unreasonable for the project.	Circle one: Budget is missing. (0) Budget neither required nor deemed necessary (not budget; NB)	
Total Points					/32



Submission Deadlines

- **Spring Projects- December 1st**
 - New must check Spring Only
 - Cannot carry forward from Spring to Fall due to fiscal funding allocations. Reapply for Fall.
 - Continuations from Fall to Spring, not previously noted as AY will need to document need for continuation. (Examples: a delay in IRB approval resulting in not enough time to get thorough or complete test subject response, not enough test subject response, complications with or equipment/test sample failure.)
- **Fall Only or Full Academic Year Projects- June 1st**



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Questions????



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