Request for Proposals: Spring Undergraduate Research and Creativity Awards (SURCA)

Applications due to ETEAL@uncw.edu by November 5th, 2015

The Office of Undergraduate Studies is proud to announce the Spring 2016 SURCA competition. As a result of the unified budget process, CSURF and ETEAL have secured funds to enhance scholarly activity opportunities for faculty-mentored undergraduate research and creative scholarship. Based on interest and funding availability, this year we are able to offer SURCA funding for the spring semester, beginning in January and ending on May 31st. Faculty members are encouraged to submit applications that involve currently enrolled undergraduate students in research and creative activities. These awards are supported and jointly administered by ETEAL and CSURF.

Goals and Purpose
SURCA’s goal is to enhance faculty-mentored applied learning research and creativity opportunities for undergraduate students.

SURCA is committed to supporting undergraduate research across the diverse disciplines that characterize UNCW and representing the University’s diverse student body.

SURCA encourages projects integrating students early in their academic career at UNCW, projects providing new or innovative opportunities for students, projects providing new programmatic perspectives, projects expanding upon promising advanced and existing work, and both individual and team-based work is encouraged.

Future SURCA cycles
We anticipate funding two SURCA cycles in 2016 - the first, served by this application, is a spring SURCA award for funding projects from January 11th through May 31st. Depending upon the availability of funds we anticipate issuing a second SURCA call for summer work providing funding beginning on June 1st. You must request an exception if you intend to request funding beyond May 31st for the current SURCA call.

Guidelines and Eligibility

Eligibility:

1. Faculty: Faculty members who hold full-time appointments on the UNCW campus. Faculty members not returning to UNCW full-time in Fall 2016 are ineligible.

   From the Faculty Handbook: The University’s faculty, broadly defined, consists of... members of the teaching, research, or administrative staff who hold an academic title, including those on special faculty appointment. Academic titles include professor, research professor, visiting professor, associate professor, research associate professor, visiting associate professor, assistant professor, research assistant professor, visiting assistant professor, lecturer, senior lecturer, and special faculty members.

2. Students: Students must be enrolled during the spring 2016 semester. Students are not required to be registered for Summer 2016 sessions. If you do not expect to be enrolled during the Fall 2016 semester, please indicate this on your application.
Award and Funding information: Up to $5,000 is available per project, per calendar year. Funds will be dispersed consistent with university policies and are available for the following categories:

1. **Mentoring Stipend** – Maximum of $1,500 total per project. $1,500 maximum for faculty mentors, $1,000 maximum for graduate assistants. If you are not requesting a mentoring stipend, this amount may be distributed into student support.

2. **Student support** – Maximum of $3,500 total for the following categories:
   a. Student salary, divided between all students involved in the project. Students will be paid at a rate of $10/hour (subject to applicable taxes) and must be eligible to be hired through your department as university employees. **Students may not receive salary for work specifically required as part of a DIS or any other course in which they are enrolled for Spring 2016.**
   b. Travel – SURCA funds available for student travel only. SURCA travel funds are available for research and creativity work, not for project dissemination. For project dissemination support, please see the CSURF Travel Awards [here](http://uncw.edu/csurf/travelawards.shtml)
   c. Supplies – All supplies must directly support and enable undergraduate student research and creativity and should be purchased in the month of January.

3. All spring 2016 SURCA funds awarded must be spent prior to May 31st, 2016.

**Application Instructions**

To apply for SURCA, submit a cover sheet and complete application in digital format to ETEAL@uncw.edu. All applications must copy all faculty and students involved in the project, the faculty mentor’s direct supervisor, and your administrative associate.

**To ensure that we receive your application in time, please send electronic submissions only. Paper applications mailed to our office may not arrive in time to be reviewed.**

**Application Requirements:**

1. Cover sheet indicating approval from Faculty, Student, and department chair or head of school
2. Name of faculty supervisor, department/school.
3. Name of student(s), Major(s)
4. Name of your administrative associate
5. 850 ID number of...
   a. All faculty mentors receiving a stipend
   b. All graduate student mentors receiving a stipend
   c. All undergraduate students receiving a student salary
6. Indicate your project’s status
   - **Initial**: The proposed project involves students in the early stages of their academic career at UNCW and/or students without prior applied research experience
   - **Advanced**: The proposed project involves students who are at an advanced stage in their academic career at UNCW and have had prior applied research & scholarly experience

Initial projects will be compared to other initial projects in our evaluation, and advanced projects compared to other advanced projects. We anticipate funding both initial and advanced projects.
7. Project description and scholarly activity (Not more than 2 pages in total):
   a. Description of student learning experience(s) and how student(s) will be involved in scholarly activity.
   b. Description of the mentoring that will occur as part of this process.
   c. Indicate when the research activities and scholarship will take place (The dates during which you are requesting SURCA funding only, not overall project lifespan).

8. Description of funds requested and how those funds will be spent, including a budget table. Sample budget table provided below.

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9. A statement of intent from each student involved which answers the following questions (no longer than one paragraph in total):
   a. Why have you chosen to take part in this applied learning experience?
   b. What are your personal research and/or creativity goals and how will this project help you realize those goals?
   c. What impact do you hope this project will have on you personally and on your field or discipline?

10. If applying for Travel funding, indicate the dates of the travel involved. Travel must be prepaid when possible and all travel must be completed by May 31st.

11. Two-page (max) faculty CV, including record of previous activity mentoring undergraduates (491, 499, presentations, publications, etc.)

12. Student Resume or CV, including record of previous research experience, relevant skills or training, and a list of courses you will be enrolled in during the Spring ‘16 semester.
Dissemination, Reflection, and Award Requirements

Dissemination of Findings
1. Faculty applicants will be expected to submit to ETEAL@uncw.edu by July 1st, 2016, a brief report and reflection (see prompts below). Students must complete a reflection that addresses EBC student learning outcomes and questions on mentoring (see below).

2. Faculty mentors are expected to work with students to ensure results of the scholarly activity are presented at either the Spring 2016 or Fall 2016 Student Research Showcase. If students are returning in the fall they will present at the fall 2016 student research showcase. If students are not returning for the fall 2016 semester, they will present at the spring student research showcase in April 2016. Poster creation and presentation resources are available through CSURF: http://www.uncw.edu/csurf/workshops.html

SURCA Awardee Orientation
1. If awarded, all faculty mentors, graduate assistants, and undergraduate students involved in your SURCA project must attend a SURCA awardee orientation to be held on January 15th, 2016. At this orientation you will receive resources that will help you implement your project, learn about how to access and use your SURCA funds, and receive information about presentation and dissemination opportunities. All project members must attend orientation in order to receive access to SURCA funds.

SURCA Reflection
As part of your SURCA project, the Faculty Mentor(s), graduate students, and undergraduate students involved must complete critical reflections, thoughtfully examining their experiences and what they’ve learned and gained. Faculty mentors and any graduate assistants involved in the project will answer the first two prompts. All undergraduate students involved in the project will answer all four prompts:

Both Faculty, Graduate Assistants, and undergraduate students
1. Mentorship: Students should discuss the role their faculty mentors played in their experience and the impact they had on their learning; Faculty Mentors and graduate student mentors should discuss the experience of mentorship and any insights they gained as a result.

2. Future Directions: Students should explore the project’s impact on them, their future, and how the things they have learned and experienced may influence their research directions. Faculty and graduate assistants should discuss any impact this project made on their teaching and any changes they plan to make to their future mentoring experiences.

Undergraduate students only
3. Prior Learning: Discuss the foundational knowledge you brought into this project and how you applied your past knowledge and experience to this project. Reflect on your purpose for taking part in this experience - why did you choose to take part in this research? How did you approach the challenges you faced throughout this project?

4. Present Experience: Summarize the impact of your research activities and your results, both immediately and on the wider field or discipline. You should also analyze and evaluate how these results relate to your own expectations or assumptions about the project and your future research directions.