

Provost's 2021-2022 Academic Year Student-Faculty Undergraduate Research Program Guidelines and Application

Deadline to apply--August 30, 2021

Program Description: This academic-year research grant program, awarded for one-or-two- semesters is for undergraduate students who have completed their freshman, sophomore, or junior year. It is designed to support projects that have evolved from mentored coursework and research settings and would benefit from further, in-depth development. The program can support preliminary projects for what *may* become a senior capstone or honors thesis before enrollment in the senior capstone or honors thesis course. *The goal of this program is to support independent, faculty-mentored undergraduate research across disciplines or artistic projects that are not course or degree requirements.*

Timeline: Project proposals may be submitted for one semester (Fall 2021 or Spring 2022) or for the full academic year (both Fall 2021 and Spring 2022 semesters).

Proposal Guidelines: Student applicants, in consultation with their faculty mentors, are encouraged to develop research and artistic projects that can be conducted on-site and have the option to support remote and online learning. All research and creative work must be done in accordance with the Office of the Provost and the Office of Research COVID-19 guidelines and requirements. All research requiring human participants must submit the research proposal for IRB review.

Award Structure: Full academic-year student awardees (both Fall 2021 and Spring 2022) receive a stipend of \$1,500 to be paid in four installments of \$375; Semester only awards (Fall 2021 or Spring 2022) receive a stipend of \$750 paid in two installments of \$375. Faculty Mentors receive one payment of \$250 for a semester project and \$500 for a two-semester, academic-year project. Faculty members may choose to sponsor more than one student but will receive one mentor payment per semester which will be deposited into their scholarly research account.

Requirements: Students are expected to:

- 1) attend a program orientation
- 2) meet all university research requirements such as Institutional Review Board (IRB) approval for human participants in research projects
- 3) work part-time on their projects
- 4) participate in monthly research webinars
- 5) participate in regular check-ins with their faculty mentor no less than twice a month
- 6) write four reflections about the research experience
- 7) present at Student Research Day
- 8) submit a research paper, or artistic project as the program concludes

Eligibility: Applicants must meet the following criteria:

- be full-time undergraduate students at Pace University
- be entering their sophomore, junior or senior year in Fall 2021
- successfully completed introductory courses in the proposed project field
- meet a minimum 3.0 QPA (overall quality point average)
Any exception to academic eligibility requirements must be addressed in both the student application and faculty recommendation.

Review and Evaluation: Visit the Undergraduate Research website for details

<https://undergraduateresearch.pace.edu/student-opportunities/#funding>

Application Instructions: Submit a complete application consisting of the following components:

- Application Form *with required signatures or approvals by email*
- Personal statement (up to 500 words) that connects the student's career plans to the proposed project and reasons for applying to this program. Include any prior research or practical experience related to the proposed project and/or field of study.
- Abstract (up to 500 words)--An abstract is a succinct project summary and should address the following *from the student's perspective*:
 - 1) identify the challenge/problem you are seeking to explore/solve
 - 2) place proposed project in context by briefly referencing previous scholarly/artistic work in this area
 - 3) briefly explain fundamental terms or information needed to understand the project
 - 4) explain the approach or methodology for the research or artistic project
 - 5) address what will be accomplished -- the projected research or artistic outcome
- Student resume
- *An unofficial* student transcript that can be accessed at MyPace Portal
- Letter of recommendation and support from the faculty mentor
The letter should describe the student role in the proposed project, expected outcomes, and a commitment from the faculty member to mentor the student throughout the project period.

Application Form
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Applying for (select one):

Fall 2021 One semester only

Spring 2022 One semester only

Both Fall 2021 and Spring 2022 Academic Year 2021-2022

Student Name: _____ U#: _____

Pace E-mail: _____ Class Year in Fall 2021: _____

Personal E-mail: _____ QPA: _____

Phone Number: _____ Full-Time Student: Yes | No

Student College/School: _____

Student Major (and Minor if applicable): _____

List introductory courses taken in the project field: _____

Faculty Mentor: _____

Mentor E-mail: _____

Mentor Department and College/School: _____

Department Chair: _____

Department Chair E-mail: _____

Project Title: _____

I have read and agree to the terms outlined in the Guidelines for this program.

Student: _____ Date: _____
(Signature or Print)

Faculty Mentor: _____ Date: _____
(Signature or email approval)

Department Chair: _____ Date: _____
(Signature or email approval)

Student submits: Application Form, Personal Statement, Abstract, Resume, and Unofficial Transcript to Assistant Provost for Research Maria Iacullo-Bird, Ph.D. at undergraduateresearch@pace.edu

Faculty Mentor submits: Letter of Recommendation directly to Norma Quiridumbay at nquiridumbay@pace.edu

Please submit completed application by August 30, 2021