# CWU College of the Sciences

# Summer Undergraduate Research Experience

# (COTS-SURE)

## Deadline for submission: Friday, March 3, 2023 by noon

The completed student application as well as the mentor letter should be submitted via the COTS-SURE online application to Elvin Delgado, Associate Dean COTS, at [Elvin.Delgado@cwu.edu](mailto:Elvin.Delgado@cwu.edu) **before noon March 3, 2023**. Pdf format preferred.

**Purpose:** To facilitate undergraduate research in the College of the Sciences (COTS) by supporting a period of intensive student involvement in faculty mentored research over the summer. Research projects are encouraged in all departments and programs within the college.

**Eligibility and Conditions:** This grant is available to CWU undergraduate students conducting mentored research with any member of the COTS faculty. To be eligible for funding, the following conditions must be met:

* The student must be currently enrolled at CWU and plan to enroll in fall quarter;
* The student must be the primary author of the proposal;
* The proposal must be prepared in consultation with and endorsed by the faculty mentor;
* The student must indicate intent to present their findings at SOURCE or disseminate their work in some other manner; and,
* The student must have an overall GPA of 3.0 or above (exceptions to the grade-point minimum may be considered with additional justification from the mentor).

Recipients are encouraged to register for research credits in the appropriate department or program during spring quarter preceding the summer of research. In order to be a student employee over the summer, the student must preregister for courses in the following fall quarter. If students take courses over the summer, typical student employment rules apply.

Grant recipients are required to submit a 1 page final report to the COTS Dean’s office upon completion of the project describing how the funds were used and the results obtained. An abstract of the SOURCE presentation, a published abstract from an external conference, or a manuscript copy are acceptable alternatives for a final report. Publications or presentations resulting from this grant should acknowledge the CWU College of the Sciences Summer Undergraduate Research Experience (COTS-SURE) for partial or full funding.

**Grant Amount and Acceptable Expenses:** The COTS Summer Undergraduate Research Experience (SURE) will fund student researchers and their faculty mentors for up to six weeks (240 hours) of research. The effort may be full-time or part-time in working the funded hours, but must be completed between July 1 and September 15. Applications may be made for fewer than the maximum possible 240 hours, depending on the requirements of the research or participants. Students will receive payment of $15.74 an hour, and faculty mentors will receive $400 per week equivalent (40 hours) of student effort. Up to $100 per week equivalent may be requested for supplies, travel, or other expenses related to completing the research.

Maximum funding levels for the full 240 hours of student effort would total:  
     Student                $3777.60  
     Faculty mentor    $2400.00  
     Expenses             $600.00

Funding is prorated if the student works less than the maximum 240 hours. For example, total compensation for 100 hours of student effort would be:  
     Student                 $1574.00  
     Faculty mentor     $1005.00  
     Expenses             $250.00

Acceptable expenses include:

* Equipment, materials and supplies (e.g. lab supplies, field supplies, software, books, etc.),
* Project-related travel (e.g. to a field, observation, or interview site), and
* Other justified costs (e.g. survey questionnaire expenses, database fees, manuscript/poster preparation and publication fees, etc.).

Requests for travel money to present the results of previously completed research are not accepted. The applicant must demonstrate that all items for which funding is requested will be used in and are related to the student project. All equipment and materials and supplies purchased with grant funds remain the property of CWU. Students who apply for multiple funding sources must clarify in the budget form and justification the division of expenses between grants; there should be no duplication of funds.

Expense funds will be made available immediately upon the awarding of the grant and must be spent by September 15, 2023. Reimbursement for appropriate materials purchased before the award is allowed, as long as receipts are available. All receipts must be submitted prior to the September 15th deadline, any receipts submitted after the deadline will not be reimbursed.

**Selection Criteria:** (Also see the selection committee’s evaluation form included at the end of this instruction packet.)

How well the proposal addresses the following questions:

1. How well is the student prepared, or how will they become prepared, to do the research?
2. How will the SURE award support the student’s future academic and professional plans?
3. What is the relevance of the research, as described for the non-specialist audience? *[The relevance should be supported by appropriate references.]*
4. How well are the research goals, design and methods communicated to the non-specialist audience? *[These should be supported by appropriate references.]*
5. How realistic is the timeframe for the proposed work?
6. How well justified is the budget?
7. How well written and organized is the proposal?
8. What is the nature of support from the faculty mentor, as described in the mentor letter?

**The Application:**

**Deadline**: The completed application should be submitted by the student via the COTS-SURE online application to Elvin Delgado, Associate Dean COTS, at [Elvin.Delgado@cwu.edu](mailto:Elvin.Delgado@cwu.edu) **before noon March 3, 2023**. Pdf format preferred.

**While preparing the proposal, the student and mentor should keep in mind that the reviewers are scientists drawn from diverse fields who may be unfamiliar with specific procedures or theoretical orientations in the student’s field.**

The full application must contain all of the following elements and adhere to formatting instructions *or it will not be reviewed*. Text in document uploads should be double-spaced, 12-point Times New Roman with 1-inch margins.

1. Answers to required questions in the COTS-SURE Online Application. Find the application here: <http://www.cwu.edu/sciences/cots-sure-application-form>
2. A uploaded file containing a list of your preparatory coursework and/or experiences. If you are already trained to carry out the project, it should be indicated; otherwise, describe the form of mentoring needed that will occur
3. An uploaded file containing a description of how this research experience would further your academic and/or professional goals (maximum of 1 page).
4. An uploaded file containing a Project Description (4 pages maximum, literature cited NOT included in this page limit)

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| A) Title of the project |
| B) Goals and Objectives (include a clear statement of the hypotheses being tested or the research problem being explored) [approximately half a page] |
| C) Background and Significance [1-1.5 pages] |
| D) Research Design and Methods (include a timeframe for completion of the project) [1-2 pages] |
| E) Literature Cited (must include fully-cited, peer-reviewed sources) [may be single-spaced] |
| F) Completed Budget Form (2 pages), comprised of:  Budget Itemization  Budget Justification  Budget must include tax and shipping cost |
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1. And uploaded file containing an endorsement of the student and proposed work, provided by the faculty mentor, automatically generated once the student’s online application has been submitted. Mentors should submit separately a letter that addresses the student’s qualifications and potential, the nature of the research project, the form of mentoring that will occur, and the appropriateness of the budget requests. This mentor support letter should be submitted **via email** to Elvin Delgado, Associate Dean of COTS, at [Elvin.Delgado@cwu.edu](mailto:Elvin.Delgado@cwu.edu) **before noon March 3, 2023**.

Animal Use Clearance and/or Human Subjects Clearance are necessary where required, but may be pursued after the funding decision is made. Funds will not be released until necessary approvals are obtained.

For information on animal use in research go to the CWU Institutional Animal Care and Use web page at [www.cwu.edu/iacuc](http://www.cwu.edu/iacuc). For information on the Human Subjects Review Program consult their web page at [www.cwu.edu/hsrc](http://www.cwu.edu/hsrc). Use of human subjects in research requires early planning. Do not hesitate to contact the Human Protection Administrator at 963-3115, if you have questions regarding human subjects.

**College of the Sciences Summer Undergraduate Research Experience - Budget Form (Itemization)**

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| Project Title | |  | | | | |
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| **Budget Detail (All $ amounts must be justified on page 2 of this Budget Form.)** | | | | |  |  |
|  | | **Overall Project Cost** | **Funding received from other sources**  **(from where?)** | **Funding requested from other sources**  **(from where?)** | **Funding requested from COTS -URG** |
| **Hours** | |  |  |  |  |
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| **Materials and Supplies** | |  |  |  |  |
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| **Project-Related Travel** | |  |  |  |  |
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| **Other** | |  |  |  |  |
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| **Faculty Mentor Support** | |  |  |  |  |
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| **TOTALS** | |  |  |  |  |

**Shipping cost and tax must be included in total amount.**

**College of the Sciences Summer Undergraduate Research Experience - Budget Form (Justification)**

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| Project Title | |  | |
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| **Budget Justification: Justify expenses in terms of how each item relates to the student project, why they are needed, the source of price quote or information, why that amount is requested, etc.** | |

Hours

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Materials and Supplies

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Project-related travel

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Other

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**Evaluation Form for COTS Summer Undergraduate Research Experience**

**(Used by selection committee)**

Applicant: Evaluator:

Project:

Department:

Grants are intended “to facilitate undergraduate research in the College of the Sciences (COTS).”

Each element below is scored: 0 = absent; 1 = deficient; 2 = satisfactory; 3 = good; 4 = exceptional

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| **Elements exhibited by a successful proposal:** | **Score:** |
| How the proposal effectively describes how the student is or will become prepared to do the research, via coursework or experience? If the student is already trained to carry out the project, it should be indicated; otherwise, describe the form of mentoring needed that will occur to complete the project. |  |
| How will the SURE award support the student’s future academic and professional plans? |  |
| What is the relevance of the research for the non-technical audience, supported by appropriate references? (X2) |  |
| How well are the research goals, design and methods communicated to the non-technical audience? (X2) |  |
| How realistic is the timeframe for the proposed work? |  |
| How well justified is the request for the hours and expenses? |  |
| How well written and well organized is the proposal? |  |
| Support from a faculty mentor including a letter that addresses the research project, budget justification, and student's qualifications for carrying out the proposed research? |  |
| **TOTAL** |  |

December 5, 2018