

HHMI Student-Faculty Collaborative Summer Research Program
Summer 2013 Proposal Guidelines

This program will fund student-faculty collaborative summer projects that work to foster a culture of research which promotes student investigative learning, persistence, self-efficacy, and general success. This eight-week collaborative summer research program will start between May 13th and 27th, according to the needs of the faculty and students. The departments and programs of Animal Behavior, Biology, Chemistry/Biochemistry, Kinesiology, Mathematics and Computer Science, and Physics may receive funding for a variety of faculty-student research or faculty-supervised undergraduate research projects including but not limited to laboratory research and research in preparation for honors theses or other significant student projects. Tenured and tenure-track faculty members may apply, and part-time and visiting faculty may apply with departmental approval. This program supports faculty and student wages, student housing, student and faculty travel as well as student and faculty project expenses for up to eight weeks of summer research. Funding for this collaborative summer research program totals \$200,926. This program is supported by a grant to Southwestern University from The Howard Hughes Medical Institute through the Precollege and Undergraduate Science Education Program as well as internal support from the Faculty Student Projects Fund.

Please submit the following:

- A current CV
- A collaborative summer research program cover sheet
- A project narrative, no more than four single-spaced pages
- A budget with a budget justification of no more than one page

The HHMI Steering Committee will not consider incomplete applications. Expenses should be explained and justified in the budget justification and, if necessary, in the project narrative. Faculty stipends may be paid through regular payroll (taxable) and/or as professional development accounts (non-taxable, receipts required).

Include the following, in this order, in the *Project Narrative*:

- Project title, names and contact information for project participants
- Detailed discussion of proposed project including its significance, the methods you plan to use, and how your project relates and contributes to your research area or scholarly field
- If you have received previous funding for this project, specify the funding received and the faculty development and student learning outcomes achieved with this funding.
- Briefly describe all other faculty professional development funding you have received in the past five years and specify the faculty professional development outcomes achieved with that funding.
- Faculty development objectives
- Student learning and development objectives

- Describe the faculty and student roles and activities in the project. Include a clear plan of undergraduate student involvement.
- Specify how many students will be involved in the project and list any names of students who may want to be involved.
- Brief project timeline
- Result or anticipated product of the project
- A plan and commitment to present the project results externally as well as to the Southwestern University community within a year and one-half from the date of the award

Include the following, in this order, in the *Budget*:

- If other funding—internal or external—applies to this project, specify how those funds will be used.
- Faculty wages—\$4,000 maximum for 8 weeks
- Faculty travel—\$500 maximum
- Faculty and student research expenses—\$1,000 per student
- Student wages – \$3000 maximum for 8 weeks
- Other expenses*

* Please note that student housing costs are still being determined but will be fully covered by these funds.

This proposal must be submitted by **December 1**. Student applications will be due in early February. Awards will be announced in early January. Funds will be available the day after Commencement. The research may begin any day between May 13th and 27th, ending eight weeks later between July 13th and 27th. Project work must be completed before April 30, 2014.

Please submit proposals via e-mail to the HHMI-Southwestern Program Coordinator Alexis Kropf (kropfa@southwestern.edu).

Please direct questions to the Program Co-Directors Emily Niemeyer (niemeyee@southwestern.edu) and Maha Zewail Foote (footem@southwestern.edu).