

GUIDELINES FOR SCOPE SUMMER RESEARCH PROGRAM

Summer 2019

This program funds faculty-student collaborative summer projects in an eight-week summer program spanning from mid-May to mid-July. The program aims to foster a culture of research, support ongoing faculty development, and promote student investigative learning, persistence, and success.

Faculty should plan to work with two students (although we can sometimes provide funding for one or two additional students). Students are matched with faculty mentors according to the following process:

- Students submit applications and a copy of their transcript, indicating their preferred mentors;
- Mentors receive the applications of students who have requested to work with them and rank-order them;
- Mentors are matched with the student they have ranked highest. The other student placed with each faculty mentor may be selected for reasons that are consistent with the overall goals of the summer research program.
- Faculty are notified about the SCOPE scholars who have been selected to work with them (and will have the opportunity to discuss that selection) prior to sending any acceptance notifications to students.

Faculty must submit a one-page report of SCOPE activities and outcomes by May 29, 2020. SCOPE students present their research and the fall SCOPE Open House and at the spring Research & Creative Works Symposium.

Eligibility

- Tenured and tenure-track faculty members, three-year visitors, and academic affairs staff with faculty rank may apply.
- All disciplines are welcome to apply.
- Projects may include, but are not limited to, laboratory research and research in preparation for honors theses or other significant student projects.
- Faculty must be able to participate during the program's eight-week window, generally running from about May 15 to about July 10.

What expenses are covered?

- For eight summer weeks, the program pays faculty and student fellowships (stipends), provides student housing, funds project supplies, and provides a budget for travel. The funds are subject to change due to budget adjustments. For this year, the budget is:
 - Faculty stipend - \$4,000 (for eight weeks)
 - Student fellowship - \$3,000 per student (for full-time work for eight weeks)
 - Student on-campus housing - \$1,425 (students are expected to live on-campus unless they have exceptional circumstances; funds for off-campus housing are not available)
 - Supply funds (faculty propose a budget for their needs, up to \$2,000 for 2 students)
 - Travel to present at a conference (faculty propose a budget for their expected needs, up to \$600 per student and up to \$1,200 for the faculty mentor)
- The SCOPE coordinator will also organize and fund a variety of events to provide professional development and community building opportunities for SCOPE scholars and their mentors.

Please submit an internal grants cover sheet, a project narrative of no more than three single-spaced pages, an itemized budget with a budget justification of no more than one page, Outcome Chart and a current CV. (See *Internal Grants cover sheet*.) The project narrative and budget should address these items in this order:

Project Narrative

- Project title, names and contact information for project participants
- Describe the faculty and student roles and activities in the project
- Proposed project outcomes, including a commitment to present the project results to the Southwestern University community within a year and one-half from the date of the award.
- Student learning objectives
- Brief project timeline
- If you have received previous funding for this project, specify the funding received and the faculty and student outcomes achieved with this funding (articles, exhibits, performances, presentations, etc.)

Budget

- List, in the Outcome Chart, all other internal faculty professional development funding you have received in the past three years and specify the faculty outcomes achieved with that funding.
- If other funding, internal or external, applies to this project, specify how those funds will be used.

Itemize and justify your requests for the following:

- Supply funds (faculty propose a budget for their needs, up to \$2,000 max for 2 students)
- Travel to present at a conference (faculty propose a budget for their expected needs, up to \$600 per student and up to \$1,200 for the faculty mentor)

Please note that the Awards Committee will not consider incomplete or late applications.

The deadline for proposal submission is October 26, 2018 at 5pm. SCOPE faculty mentors will be notified shortly thereafter by Dr. Sarah Brackmann, SCOPE Director. Funds will be available the day after Commencement. Project work must be completed before April 30, 2020. Submit proposals via e-mail to Barbara Jean (jeanb@southwestern.edu). Direct any questions to the Dean of the Faculty.