Purpose of the Faculty On-Campus (FOC) Grant Program

Bloomsburg University promotes transformative learning on campus by encouraging faculty and student research, scholarly, and creative activities through the Faculty On-Campus (FOC) Grant Program. The FOC Grant Program offers directed opportunities for faculty professional development in all disciplines. With limited funding and an active scholarly community, the FOC Grant Program is intended for new faculty starting research, creative, and scholarly projects or established faculty who request support for professional development. To be successful and available to all faculty when need arises, the program supports, as much as it is possible, the development of initiatives and programs that become sustainable through external funding (e.g., revenue, external grants and contracts).

Table of Contents

Introduction to CompetitionSpace ................................................................. 2
FOC Grant Proposal Format ........................................................................ 2
Budget Instructions ...................................................................................... 3
Bibliography or Literature Cited .................................................................... 5
Evaluation of Proposals ................................................................................ 5
Reports ......................................................................................................... 7
PassHE Faculty Professional Development Council Annual Grant Program ... 7
Undergraduate Student Research Scholarship and Creative Activities (URSca) Program ......................................................................................................................... 9
Evaluation of URSca Award Applications .................................................... 11
INTRODUCTION TO COMPETITIONSSPACE

*CompetitionSpace* is the competition management system that will be used by the ORSP for internal funding and academic workflow (i.e., submission of grant revisions, grant reports) related to the Faculty On-Campus Grant program. It will be used for submitting, routing approvals, reviewing, scoring, and managing on-campus grants. Access will be through single sign-on, using the same login and password as your university account at the URL [bloomu.infoready4.com](http://bloomu.infoready4.com). For instructions, see: [http://www.bloomu.edu/competitionspace](http://www.bloomu.edu/competitionspace).

ORSP will manage Faculty On-Campus Grant program competitions in CompetitionSpace. This will include:

Faculty On-Campus Grants
- Research and Scholarship Grants
  - Category A – Mini Grants
  - Category B – Regular Grants
  - Category C – Start-up Grants
- Henry Carver Margin of Excellence Grants
- Reassigned Time Applications
- PASSHE Faculty Professional Development Grants

Student Awards and Grants
- Undergraduate Research Scholarship and Creative Activities (URSCA) Award
- Student Presentations Travel
- Stephen and Jessica Kozloff Undergraduate Student Mentoring Scholarships

FOC GRANT PROPOSAL FORMAT

While the overall proposal narrative lengths for different competitions or categories of proposals are different, we require the same three parts and formatting of section headings and content for all proposals. Incomplete proposals or improperly formatted proposals will be disqualified from competition.

1. **Grant Application** (including project summary). Complete the Grant Application Form in CompetitionSpace. Indicate the competition on the form, as the same application form may be used for multiple competitions. Signatures by all personnel are electronic. The PI submission of a proposal is his/her signature. After the proposal is submitted, chairperson and dean signatures will be obtained electronically. For this reason, faculty are advised to discuss proposals with their chairperson and dean before they submit the proposal. Key elements of the project, such as space requirements, student hires, equipment purchases, travel, and other issues, may affect departments and colleges.

2. **Proposal Narrative**
   a. **Introduction (Background, rationale and significance of the project).** - For collaborative projects include rationale for a collaborative effort. Explain the need for and significance of the project in an appropriate review of literature or resources for your discipline.
b. **Objectives and relationship to the university strategic plan** - Clearly state the objectives of the project and how your project fits into the overall university strategic plan and mission.

c. **Methods** - Outline the procedure you will use to accomplish the objectives. Describe all activities needed for the project. For collaborative projects, clearly indicate the function of each person involved and how you plan to work together. Where students are involved in the project, describe the role of the student and how they will be mentored by faculty. Subheadings may be used to delineate topics clearly.

d. **Timeline** - Clearly indicate the anticipated schedule of project activities.

e. **Resources and Facilities** - If the project requires resources and/or facilities in addition to those you are requesting in this proposal, summarize the other resources and facilities available to you.

f. **Expected Results** - Describe the expected impact of the project to the discipline and give plans for publication or dissemination of the results of the project.

g. **Bibliography or Literature Cited** - List bibliographic references cited in the proposal narrative. Instructions for the Bibliography or Literature Cited section are given below.

h. **Detailed Budget** - Provide a detailed budget for the project. Instructions for budget are detailed below.

3. **Curriculum Vitae** - Each vita should include formal education, employment, teaching experience, professional activities, publications, and papers presented. Where possible, outline previous research or experience in the area of proposed research or in related areas. List prior publications or work in this area. **Limit vita to two pages per applicant.**

**BUDGET INSTRUCTIONS**

The budget must include all anticipated expenses and revenues required to complete a project. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. Applicants are expected to exercise prudence and request funds only for essential costs that cannot be covered in any other manner.

Expenditures for funded projects must be in keeping with university and state procedures regarding purchases, travel, and personnel costs. **Funds must be expended by the end of the project.** Any unexpended funds will revert to the university indirect cost account. Any changes in budget line items or extensions of the grant period must be approved in advance in writing by the Director of Research and Sponsored Programs.

Funding levels for grants may range from $500 to $15,000 and may include personnel, supplies, equipment, travel, and operating expenses. See specific instructions in the Request for Proposals (RFP) for the funding and budget categories that apply to each grant competition.

1. **Personnel: Faculty** – Faculty may include in their budget either Reassigned Time or summer stipends. Currently, the ORSP does not anticipate funding for these budget categories with the current support for diverse faculty endeavors on campus.
Reassigned Time - Due to limited funding, requests for Reassigned Time during the academic year cannot be supported by this competition. Faculty with suitable projects are encouraged to apply for Reassigned Time applications as a separate competition.

Summer Stipends - Stipends for faculty are available only under extraordinary circumstances. No more than $3,000 plus fringe benefits, per faculty member (assuming full-time work on the project during that time) for up to two months may be requested. Lower stipends should be requested if the faculty member(s) would not devote full time to the project during the summer. Requests for summer faculty stipends must be rigorously justified.

2. Personnel: Student Wages - Student wages will be limited to the current minimum wage rate and no more than a total of 10-20 hours per week while actively taking classes. During the summer students may work on grant related activities for up to 37.5 hours a week at the current minimum wage. The university work-study program, internship program, or other student assignment should be utilized wherever possible. Students who are not enrolled full-time (e.g., summer students) should have benefits calculated into the budget at 7.65%.

3. Fringe Benefits - If summer stipends or student wages are requested, funds must be budgeted separately as indicated in the Budget Summary to cover the State's share of fringe benefits. Inquire with the ORSP about the current benefits.

4. Equipment - Requests for equipment should be limited to project-specific items. There are no restrictions on the amount that can be requested within the total budget. Rationale for requested equipment and supplies should be provided as part of Budget Justification.

Start-up equipment: an additional $5,000 for major equipment purchases may be budgeted by new faculty (within 24 months at BU when the project is initiated) applying for Category C Research and Scholarship Grants. Requests for matching equipment funds must be explicitly justified in a separate section of the proposal and the justification should include an evaluation of possible future external funding. Include a written justification for Start-up Equipment as a separate topic in the Budget Justification.

5. Supplies - Requests for supplies should be limited to project-specific items. There are no restrictions on the amount that can be requested within the total budget. Rationale for requested equipment and supplies should be provided as part of Budget Justification.

6. Publication Costs - Reasonable costs for page charges and reprints may be included here. Funds allocated for publication costs must be spent BEFORE the end date of the project, 15 May of the next year.

7. Travel - Travel monies should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered by the departmental or university budget. Conference/workshop travel will not be supported unless it is essential to the project activities and outcomes.

8. University Contribution - Matching funds are not required. In the Budget Summary, only specific cash amounts, if any, pledged to the particular project by the university/department and requested Equipment Matching Funds should be listed. It is assumed that in-kind support
(e.g., some clerical support, copying, etc.) will be provided from departmental budgets in many instances. In-kind support should not be listed.

9. Other Revenue - If applicable, other funding resources requested by the project participants should be listed here. Listing other revenue will not, in any way, impact on funding decisions. If identical funding is received from other sources, it is assumed that the proposal submitted to the Faculty On-Campus Grants Program will be withdrawn.

BIBLIOGRAPHY OR LITERATURE CITED

A Bibliography or Literature Cited lists the relevant references on the topic of the proposal. Applicants should prepare a bibliography that is comprehensive and supports the proposed project within the space constraints of the proposal. For example, a Mini Grant proposal (with a five-page narrative) could be expected to have a smaller, more focused Bibliography or Literature Cited than a Regular, Start-up, or Margin of Excellence grant proposal (with 20-page limit). A Bibliography or Literature Cited section for these latter competitions should contain a comprehensive literature review supported by an extensive Bibliography or Literature Cited.

In-Text Citation Format: All in-text citations of references will be author name and year format or author name and page format, as appropriate for your discipline. Follow the guidelines for AAA, APA, MLA, or CSE style citations.

Bibliography or Literature Cited Section: All references or works cited in the proposal must be provided as a complete reference in this section.

Andruss Library Resources: The library maintains web links for guidelines to all the citation formats. It also maintains licensing for bibliographic programs available through the web (e.g., Refworks and EndNote Web). Both bibliographic programs support direct import of references from search databases supported by EbscoHost and Thomson Reuters. Visit: http://guides.library.bloomu.edu/content.php?pid=491626

EVALUATION OF PROPOSALS

Depending on the FOC Grant program competition, your application may be reviewed either by members of the Faculty Professional Development Committee or a committee of administrators for funding decisions. Reviewers will provide numerical scores using the criteria rubric below. Scores from the reviewers will be used to prioritize funding by the ORSP. For Category B (Regular Grant) and C (Start-up Grant) Research and Scholarship proposals and Henry Carver Margin of Excellence proposals, external reviewers not affiliated with BU will provide scores and comments on proposals, independent of on-campus reviews, that authors may use to prepare competitive proposals for external funding opportunities.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Clarity of the Project Summary</strong> - The Project Summary should convey all the elements of the proposal. Scoring: 0=poorly written, vague or incomplete to 5=well written, covers the entire scope of the project.</td>
<td>0-5</td>
</tr>
<tr>
<td>2. <strong>Addresses contemporary issues in the discipline</strong> - How well do the project outcomes fill a need in the discipline? Scoring: 0=low impact on the discipline to 5=high impact on the discipline.</td>
<td>0-5</td>
</tr>
<tr>
<td>3. <strong>The project displays innovation, creativity, and/or uniqueness</strong> - Originality in the design and/or execution of the project. Scoring: 0=low level of originality and creativity to 5=highly unique design and execution of the project.</td>
<td>0-5</td>
</tr>
<tr>
<td>4. <strong>Clarity of the project design to the BU Strategic Plan</strong> - Has the author explained how the proposed project supports the university's strategic plan? Score: 0=no explanation of how the project relates to the strategic plan to 5=clear explanation of how the project relates to the strategic plan.</td>
<td>0-5</td>
</tr>
<tr>
<td>5. <strong>Clarity of the project design to the BU Mission Statement</strong> - Has the author explained how the proposed project supports the university's mission? Score: 0=no explanation of how the project relates to the mission statement to 5=clear explanation of how the project relates to the mission statement.</td>
<td>0-5</td>
</tr>
<tr>
<td>6. <strong>Clarity of the Objectives</strong> - Are objectives clearly defined? Scoring: 0=objectives are not clearly stated to 5=objectives are clear and appropriate for the discipline.</td>
<td>0-5</td>
</tr>
<tr>
<td>7. <strong>Appropriateness of the methodology</strong> - Will the procedures yield outcomes or measures suited for the project? Is the timeline appropriate? Is the expertise of the investigator documented? Are sufficient resources available? Scoring: 0=the methods are either inappropriate or inadequately described in the proposed project to 7=the methods are clearly described and well suited for the outcomes and/or measures.</td>
<td>0-10</td>
</tr>
<tr>
<td>8. <strong>Measures or outcomes appropriate to the project objectives</strong> - Are the measures or outcomes well suited for the objectives of the project? Scoring: 0=the outcomes or measures are either inappropriate or inadequately described in the proposed project to 5=measures or outcomes are well suited to the objectives and/or measures.</td>
<td>0-10</td>
</tr>
<tr>
<td>9. <strong>Potential for impact in the discipline</strong> - How much will the project contribute to the discipline? Score: 0=low impact on the discipline to 5=high impact on the discipline.</td>
<td>0-5</td>
</tr>
<tr>
<td>10. <strong>Measures or outcomes appropriate to the project objectives</strong> - Are the measures or outcomes well suited for the objectives of the project? Scoring: 0=the outcomes or measures are either inappropriate or inadequately described in the proposed project to 5=measures or outcomes are well suited to the objectives and/or measures.</td>
<td>0-10</td>
</tr>
<tr>
<td>11. <strong>Project engages students</strong> - Does the project engage students? Scoring: 0=the project does not engage students to 5=highly unique design and execution of the project.</td>
<td>0-10</td>
</tr>
<tr>
<td>12. <strong>Project is competitive for external funding</strong> - How well does the project position itself to receive external funding? Scoring: 0=low potential funding to 5=high potential funding.</td>
<td>0-10</td>
</tr>
<tr>
<td>13. <strong>Overall proposal clarity, organization and completeness</strong> - How well is the proposal organized? Scoring: 0=objectives are clearly defined to 5=highly unique design and execution of the project.</td>
<td>0-10</td>
</tr>
<tr>
<td>14. <strong>Overall Budget and Budget Justification are accurate and logical</strong> - How accurate and logical is the budget and budget justification? Scoring: 0=the budget and budget justification are either inappropriate or inadequately described in the proposed project to 5=the budget and budget justification are accurate and logical.</td>
<td>0-10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>0-100</td>
</tr>
</tbody>
</table>

*Review Bloomsburg University’s [Strategic Plan](https://www.bloomu.edu/strategic) and [Mission Statement](https://www.bloomu.edu/mission), available at https://www.bloomu.edu/strategic, and consider how activities in the proposed project align with campus priorities.*

**EXPLANATION OF EVALUATION CRITERIA**

1. **Clarity of the Project Summary** - The Project Summary should convey all the elements of the proposal. Scoring: 0=poorly written, vague or incomplete to 5=well written, covers the entire scope of the project.

2. **Addresses contemporary issues in the discipline** - How well do the project outcomes fill a need in the discipline? Scoring: 0=low impact on the discipline to 5=high impact on the discipline.

3. **The project displays innovation, creativity, and/or uniqueness** - Originality in the design and/or execution of the project. Scoring: 0=low level of originality and creativity to 5=highly unique design and execution of the project.

4. **Clarity of the project design to the BU Strategic Plan** - Has the author explained how the proposed project supports the university's strategic plan? Score: 0=no explanation of how the project relates to the strategic plan to 5=clear explanation of how the project relates to the strategic plan.

5. **Clarity of the project design to the BU Mission Statement** - Has the author explained how the proposed project supports the university's mission? Score: 0=no explanation of how the project relates to the mission statement to 5=clear explanation of how the project relates to the mission statement.

6. **Clarity of the Objectives** - Are objectives clearly defined? Scoring: 0=objectives are not clearly stated to 5=objectives are clear and appropriate for the discipline.

7. **Appropriateness of the methodology** - Will the procedures yield outcomes or measures suited for the project? Is the timeline appropriate? Is the expertise of the investigator documented? Are sufficient resources available? Scoring: 0=the methods are either inappropriate or inadequately described in the proposed project to 7=the methods are clearly described and well suited for the outcomes and/or measures.

8. **Measures or outcomes appropriate to the project objectives** - Are the measures or outcomes well suited for the objectives of the project? Scoring: 0=the outcomes or measures are either inappropriate or inadequately described in the proposed project to 5=measures or outcomes are well suited to the objectives and/or measures.

9. **Potential for impact in the discipline** - How much will the project contribute to the discipline? Score: 0=low impact on the discipline to 5=high impact on the discipline.

10. **Measures or outcomes appropriate to the project objectives** - Are the measures or outcomes well suited for the objectives of the project? Scoring: 0=the outcomes or measures are either inappropriate or inadequately described in the proposed project to 5=measures or outcomes are well suited to the objectives and/or measures.

11. **Project engages students** - Does the project engage students? Scoring: 0=the project does not engage students to 5=highly unique design and execution of the project.

12. **Project is competitive for external funding** - How well does the project position itself to receive external funding? Scoring: 0=low potential funding to 5=high potential funding.

13. **Overall proposal clarity, organization and completeness** - How well is the proposal organized? Scoring: 0=objectives are clearly defined to 5=highly unique design and execution of the project.

14. **Overall Budget and Budget Justification are accurate and logical** - How accurate and logical is the budget and budget justification? Scoring: 0=the budget and budget justification are either inappropriate or inadequately described in the proposed project to 5=the budget and budget justification are accurate and logical.
8=the outcomes or measures are clearly described and well suited for the objectives of the project.

9. **Potential for impact in the discipline** - If the project is completed as stated, how much impact will the project have in the discipline? Scoring: 0=no impact to 5=impact for the faculty and/or students involved only to 10=high impact on the discipline.

10. **Effectiveness of proposed dissemination of results** - Is the proposed dissemination of results appropriate for the discipline and does it engage faculty and/or student with external experts in the discipline? Scoring: 0=no dissemination of results described to 5=presentation or performance at national or international meetings and publication/presentation and/or performance in peer-reviewed venues.

11. **Project engages students** - Are students involved in the project and what is the level of professional engagement and faculty mentoring embedded in the project? Scoring: 0=no student involvement to 5=student involved as a technician with minimal mentoring to 10=student engagement in planning, execution, and dissemination of the project outcomes with clear support from a faculty mentor.

12. **Project is competitive for external funding** - Does the project address a contemporary issue or creative outlet in the discipline? Scoring 0=not competitive for external funding to 3=potentially competitive for external funding with some grant-writing assistance to 5=competitive for external funding.

13. **Overall proposal clarity, organization and completeness** - Adherence to guidelines, clarity and completeness of presentation, organization. 0=poorly organized and hastily written to 5=organized proposal with major editorial mistakes to 10=well organized and edited for clarity, completeness, and conciseness.

14. **Overall Budget and Budget Justification are accurate and logical** - The budget proposal must be clear in the table and requests in all budget categories must be described in detail in that narrative of the Budget Justification. Scoring: 0=budget not provided or poorly prepared with numbers that do not agree to 5=budget table is correctly completed but narrative does not clearly explain how requests were calculated to 10=budget table is correct and narrative clearly indicates how costs requests were derived.

**REPORTS**

A **Grant Report** with two sections, Outcomes Reporting and Financial Reporting, will be due in the Office of Research and Sponsored Programs 30 days after the end of a funded project. Download the Grant Report Form from the ORSP web page, rename the file (e.g., last name_RS_award year.pdf), and complete the form. Upload the completed Grant Report to CompetitionSpace under your award.

**PASSHE FACULTY PROFESSIONAL DEVELOPMENT COUNCIL ANNUAL GRANT PROGRAM**

This grant program is hosted by the PASSHE Faculty Professional Development Council to promote opportunities for faculty as teaching scholars. The announcements are made in October and the competition deadline is in February of each year. This grant competition has
an announcement with details for preparing proposals that is independent of the format and guidelines for the BU Faculty On-Campus Grants program. When applying for these grants, follow the guidelines provided in the RFP from the PASSHE office. We hold an internal, on-campus competition to select up to 16 proposals that will be forwarded from the Office of Research and Sponsored Programs to compete in the PASSHE-wide competition. All proposals for this competition must be reviewed and endorsed by the Faculty Professional Development Committee at BU. Submitted proposals must have the signature of both the FPDC Chairperson and the President of the university.

On-Campus Competition for the PASSHE FPDC Grants
Each year that PASSHE offers the FPDC Grants, the Office of Research and Sponsored Programs will host an internal competition for proposals to represent BU in the PASSHE-wide competition. The criteria for competitive proposals are given in the “General Information and Guidelines” provided by the PASSHE Office. Proposals must be submitted to CompetitionSpace (URL: bloomu.infoready4.com) by 4:30 pm on December 31st each year.

Evaluation of Proposals by the BU Faculty Professional Development Committee
The BU committee will evaluate proposals for the PASSHE FPDC Grant competition and recommend up to 16 proposals to represent our campus. Reviews will be returned by ORSP on the fourth Friday of January of each year. Applicants may work with representatives from the BU committee to improve their proposal for the PASSHE-wide competition.

Submission of Proposals to the PASSHE Competition
Final proposals, complete with revisions satisfactory to the committee and signatures of the BU committee Chairperson and President, will be submitted through the Office of Research and Sponsored Programs. Proposals are due to the Office of Research and Sponsored Programs a minimum of two days before the competition deadline at the PASSHE Office.
UNDERGRADUATE STUDENT RESEARCH SCHOLARSHIP AND CREATIVE ACTIVITIES (URSCA) PROGRAM

SUMMER URSCA AWARD PROGRAM

While these funds are not directly awarded to faculty and are not part of the FOC Grants program, work with a student researcher, scholar, or artist may promote research, scholarship, or creative activities by faculty. We include guidelines for applications to the Summer URSCA Award Program because faculty, whose students plan to apply for the program, will have to assist the applications by their students. It may be useful to refer to these instructions.

The summer URSCA Award program supports undergraduate students to work on research, creative, and scholarly projects under the guidance of a faculty mentor. Students apply for an award and, if selected, are paid a stipend to complete their research, scholarly or creative activities while supervised by a faculty mentor.

Application Categories
Students may apply for one of two application categories, Research and Scholarship (RS) and Creative Activities (CA). Research and Scholarship applications generally fit projects in all (behavioral, life, physical, social) sciences, technology, engineering, math, and the humanities, where field, laboratory, or library and records research is conducted. Creative Activities applications are suited for projects that produce art works or performances.

Submitting Applications
The forms are in CompetitionSpace. Forms available include the application, either RS or CA form, and a faculty mentor form. Applications are submitted through CompetitionSpace at bloomu.infoready4.com by completing the online form and uploading two files, a PDF file of the Proposal Narrative and a Faculty Mentor form.

Application Form: The application forms (MS Word files) provide a workspace to gather information that will be requested in the online application. Complete the information on Page 1 of the application so this information can be copied and pasted into the online application in CompetitionSpace. A brief outline of the Proposal Narrative format is provided on Page 2 of the Application Form.

Project Narrative: Applicants should submit a well-written proposal narrative that clearly describes the proposed project as a PDF file, uploaded in CompetitionSpace. The Project Narrative must be single-spaced, 12pt Times New Roman font, and have one-inch margins. Space limit is 8000 characters. Applicants must use the headings provided in the narrative outlines and may add subheadings at their discretion for clarity and organization. Competitive proposals are well organized, easy for reviewers to understand, and address the questions under the headings in the outlines below.
Research and Scholarship Project Narrative Outline

A. Introduction
   1. Briefly describe the motivation for your proposed research or scholarly project
      (literature review, purpose, hypothesis, research goals).
   2. State the significance of the project. (i.e., how will this research contribute to the
      existing knowledge in the field of study? What is the potential for the project to have a
      high impact on our understanding of human culture or the physical or natural world?)

B. Methods
   1. Describe the method(s) to be used in the proposed research project.
   2. Identify how you will analyze/evaluate the information gathered in your project.
   3. Provide a weekly time line for all proposed activities, indicating number hours per week
      engaged in the proposed project.
   4. Describe how teamwork and/or collaborations will be used in the proposed project.

C. Integration with the Students Program of Study
   1. What background and skills qualify you to successfully complete this project?
   2. Describe your career goal(s) and how the proposed research or scholarship will aid you
      in achieving your career goal(s).

D. Dissemination of Results
   1. Indicate a plan for disseminating the results of this project.

Creative Activities Project Narrative Outline

A. Background
   1. Briefly summarize the objectives of this creative activity. State what artistic or other
      types of "products" are expected from this project.
   2. State the significance of the project. (i.e., How does the proposed creative activity fit in
      the context of current and historical trends within the creative discipline? What is the
      potential for the project to have a high impact on our understanding of human culture
      or the physical or natural world?)

B. Methodology
   1. Describe the creative steps required to complete this project.
   2. Provide a weekly timeline for phases of the project, indicating the number of hours per
      week of the project.
   3. Describe how teamwork and/or collaborations will be used in the proposed project.

C. Integration with the Student's Program of Study
   1. What background and skills qualify you to successfully complete this project?
   2. Describe your career goal(s) and how the proposed creative activity will aid you in
      achieving your career goal(s).

D. Dissemination of Creative Works
   1. How will the product(s) of this creative activity be disseminated to the public or to
      professionals in your field?
URSCA Mentor Form: This form is a statement of commitment by a faculty member to mentor an undergraduate student for the duration of the URSCA project, from the opening workshop through the closing Undergraduate Research Symposium (12 weeks). The form can be downloaded from CompetitionsSpace and the Office of Research and Sponsored Programs website. This form contains several fields, which reviewers will use to evaluate the commitment of the mentor to the experience. Mentors must: (1) briefly describe the research project and state the strengths/weaknesses and the logic of the project, (2) evaluate the student’s potential to complete the project and disseminate the results, and (3) describe the outcomes of past mentoring experiences. The mentor and student sign, scan, and upload this form to CompetitionSpace.

Assistance with Proposals and Applications
Students who would like assistance with finding a mentor, preparing proposals, or submitting applications are welcome to visit the Dr. John M. Hranitz at the Center for Undergraduate Research in the Office of Research and Sponsored Programs. The Center for Undergraduate Research will host workshops to assist students with finding a mentor and preparing proposals.

Application Due Date for URSCA Awards
Applications must be submitted in CompetitionSpace by 14 February 2013, and will be due on the second Friday of February each year thereafter.

EVALUATION OF URSCA AWARD APPLICATIONS
The URSCA Planning and Review Working Group will evaluate applications by students for the URSCA Awards. This group consists of volunteer faculty from all colleges on campus who help plan the summer program and review the applications. Reviewers rate the applications using the rubric below. Applicants are encouraged to review the criteria.

<table>
<thead>
<tr>
<th>Instructions: Rate the proposal in two areas, quality of the proposed project (A) and faculty mentoring commitment (B). Within each area below, rate the specific elements of the proposal as: 0=not at all, 1=somewhat clearly stated, 2=clearly stated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Quality of URSCA Project. Proposed activities:</td>
</tr>
<tr>
<td>1. are based on previous research, scholarship, activities, or curriculum requirements</td>
</tr>
<tr>
<td>2. are suited for goals of project</td>
</tr>
<tr>
<td>3. can be completed in the time allotted</td>
</tr>
<tr>
<td>4. are reasonably planned for dissemination of project outcomes</td>
</tr>
<tr>
<td>5. are integrated with faculty research, scholarship, creative activities</td>
</tr>
<tr>
<td>6. will promote experience working in teams or collaborative work</td>
</tr>
<tr>
<td>7. support analytical or creative skills for career of the applicant</td>
</tr>
<tr>
<td>8. apply knowledge of human cultures and/or the physical and natural world to scholarly or creative endeavors</td>
</tr>
<tr>
<td>TOTAL (A) (16 possible points)</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>B. Faculty Mentorship During URSCA Project.</td>
</tr>
<tr>
<td>1. Mentor supports project goals</td>
</tr>
<tr>
<td>2. Mentor supports dissemination of project results</td>
</tr>
<tr>
<td>3. Mentor promotes student’s development in a career or major</td>
</tr>
<tr>
<td>4. Outcomes of previous projects with undergraduates</td>
</tr>
<tr>
<td>TOTAL (B) (8 possible points)</td>
</tr>
</tbody>
</table>