MARSHALL UNIVERSITY®   **Office of the Vice President for Research**

REQUEST FOR PROPOSALS:
Undergraduate Creative Discovery Scholar and Undergraduate Research Spring 2025 Scholar Awards
(Deadline for Applications: October 15, 2024)

President Smith has announced the availability of funds sponsored by his office to continue the University-wide award program. This program provides undergraduates with an opportunity to pursue original creative work, scholarship, or research, under the mentorship of a full-time faculty member. The program is open to **all undergraduates** with a minimum cumulative GPA of 3.0. The awards **provide $1,750 to be paid directly to the student** for use as a student stipend, travel, and/or supplies/materials for Spring 2025. A **$750 stipend is provided for the participating faculty mentor** for Spring 2025.

ELIGIBILITY REQUIREMENTS
- Applicants must be undergraduates with a minimum GPA of 3.0.
- Applicants must be enrolled at Marshall University for at least 12 hours during the semester which the project us funded and be eligible for campus employment.
- Applicants must have a letter of support and sponsorship from a full-time faculty member who is willing to serve as mentor for the project (this letter must be added to the application by October 25 so ask your mentor for this early in the process).

PROGRAM CHARACTERISTICS- The student's project can involve research, design, development, field study, creative work, or performance. The project should require a total commitment of 150 hours of the student's time (i.e., 10 hours per week) over the semester. The project will be structured so that the student can produce creative or scholarly output (e.g., a presentation, publication, exhibit, or performance) at the end of the award period. Students are strongly encouraged to present their work at the Undergraduate Research Day at the Capitol (March 25, 2025 in Charleston) and/or MU's 4th Annual Student Research and Creativity Symposium (April 2-3, 2025). The award is intended to support projects which require both original intellectual and faculty-assisted input from awardees.

An important aspect of this program is the engagement of a faculty mentor to oversee the student's effort. After agreeing on a particular project, the faculty member assists the student in writing and submitting a proposal, supervises the student's scholarly activity, and assists in the construction of the student's final project report.

DUE DATE- Please start your application by Complete applications must be received by 5:00 p.m. on October 15, 2024. Please upload your application directly to the link at https://marshall.infoready4.com/. Letter of recommendation is due by 5:00 October 25.

REVIEW OF APPLICATIONS- The Creative Works and Scholarly Activities Committee (CWSA), chartered by the Provost, chaired by the AVP for Research Development, and composed of a representative from each college, will review the proposals as prioritized by the originating colleges and select the projects that will be funded under this program.

NUMBER OF AWARDS ANTICIPATED- 14
ANNOUNCEMENT OF AWARDS- Mid-December

APPLICATION REQUIREMENTS

Proposals should be written with minimal use of jargon. Mentors may provide editorial and revision assistance for student proposals, but they must be primarily the work of student applicants.

The project proposal should not exceed five single-spaced pages. The student's name, college and project title should appear in the header on each page. The appendices and attachments are not included in the length restriction. A letter of support from the faculty mentor is to be submitted separately from the student application. The following format should be followed:

1. Applicant and Mentor Information The title of the project, the student's name, 901#, email address, and major should be provided along with the name, department, email address, and phone number of the faculty mentor.

2. Project Description. This section should consist of a clear layman's description of the project and its importance. Since proposals will be reviewed by faculty with subject matter expertise but not necessarily with direct involvement in the student's proposed area of study, careful consideration should be given to giving a concise description of the "what" and "so what" of the proposal.

3. Methodology. Provide a description of how the scholarly/research topic is to be investigated or the creative activity is to be conducted. What steps are involved? What sources and resources will be used?

4. Independence of the Project. Describe the independent contribution you will make to the research, creative work, or scholarship.

5. Outcomes. Provide a description of the anticipated outcomes associated with the project, e.g., a conference presentation, report, journal article, exhibition, performance, or Senior Honors Thesis.

6. Budget. Include a short paragraph describing how the project funds will be used.

7. Appendices, Attachments. If appropriate, the student should include copies of research materials such as questionnaires to be used and any other forms as appropriate. Please upload your application directly to the link at https://marshall.infoready4.com/.

8. Faculty Mentor's Letter of Support. Please upload your application directly to the link at https://marshall.infoready4.com/ (the faculty will be sent a link by InfoReady). This letter should include:
- The mentor's assessment of the feasibility, originality, and significance of the project.
- The mentor's assessment of the student's ability to conduct the proposed work.
- The time the mentor will make available to work with the student.
- A summary of the mentor's involvement in the project. For example, the mentor might help plan the project, assist the student with the proposal, advise along the way in the project's execution and in development of the deliverable.

COLLEGE COMMITTEE EVALUATION CRITERIA-
- Creative or Scientific Significance- 35 points
- Creative or Scientific Originality- 35 points
- Clarity of the Proposal and Methodology-15 points
- Likelihood of the proposed work being accomplished in the time described- 15 points

Top applications from the colleges are then evaluated by the CWSA review committee based on the college recommendations and the clarity of the applications to a non-expert in the discipline.

REPORTING REQUIREMENTS
- Successful applicants will be required to submit a no-more-than five-page report describing their accomplishments by May 13, 2024 to your Dean and MURC at https://marshall.infoready4.com/.