

College Office of Undergraduate Research (COUR)  
*Paulson Student Research Awards: Directions and Application*

Please contact Dr. Bruce A. Schulte ([bschulte@georgiasouthern.edu](mailto:bschulte@georgiasouthern.edu)) with questions

## I. Background

### A. Purpose

1. Awards will facilitate undergraduate research in COST to enhance experiential learning and a closer working relationship with faculty.
2. Students will gain hands-on knowledge about the research process including critically reading the literature, acquiring and interpreting data, integrating and implementing technology, writing, and presenting their findings.

### B. Support

1. A minimum of ten awards with a maximum of \$2500 each will be distributed among undergraduate majors in COST (6 for Biology, Chemistry, Geology / Geography, Math & Physics; 4 for MET/EET & CM/CET).
2. Faculty mentors will be responsible for fiscal management.
3. For this award period, projects must be completed or show substantial progress by the spring symposium 2008. Salary/wages for the student awardees or other individuals (e.g., assistants) will be permitted as long as the individuals are not receiving class credit for the same work at the same time.

## II. Application Process

### A. Qualifications

1. Student must be enrolled as an undergraduate major in one of the departments under COST. Students are not required to be full time, although part-time students should explain their status.
2. Student must be mentored by a faculty member employed by Georgia Southern University in one of the departments under COST.

### B. Application Directions

1. The student applicant should write the application. First person is preferred for the student paragraph on page two. The faculty mentor can assist with editing and provide information for the construction of the abstract. The abstract should be readable by individuals outside the field of study (the reviewers will come from diverse fields and some may not be in academics). The abstract can cite a few pertinent references but there is no separate reference section on the research project.
2. Application should be submitted by the undergraduate student as typed hardcopy (mail to Bruce Schulte, PO Box 8042, Dept. Biology) AND electronically (to: [bschulte@georgiasouthern.edu](mailto:bschulte@georgiasouthern.edu)) as a pdf. For electronic submissions the document should have the student and mentor signatures (electronic is fine). The file name for the pdf must be as follows: last name of student (space) Faculty mentor's last name (space) last two digits of year of submission (space) and degree. As an example: Jones Smith 06 Mathematics.pdf
3. Complete applications must be submitted by the **due date (February 10, 2007)** to the Director of COUR. Incomplete applications will not be considered.

4. Hardcopy versions of the applications must be signed by the student, the mentor, and the chair of the mentor's department. Signatures by the Student, Faculty Mentor, and Department Chair indicate that they have read the proposal, fully support the project and agree to abide by the rules and requirements stated herein.
5. Formative Contents (1 inch margins, Times/Times New Roman font, 12 point, single spaced, should not exceed 4 pages)
  - a) Descriptive Title
  - b) Complete abstract limited to one page of text including (~400 words). The abstract should be in language that an educated person outside the specific field of study can understand. Include the following:
    - (1) 2-3 sentences of background
    - (2) 1-2 sentences to clearly state the objectives
    - (3) 3-5 sentences of methods
    - (4) 2-4 sentences of expected results and meaning
    - (5) 1-2 sentences of future directions of research
  - c) The student will write one page (approximately 500 words) on his/her preparedness for the project and how research experience will benefit the student and the faculty mentor's research program. This section should include in what journal the study could potentially be published (see part C below). Previous research background, grant applications, publications, presentations and the like should be mentioned in this section.
  - d) Complete budget up to a maximum of \$2500– all items should pertain directly to the student research experience. Budgets submitted which exceed this maximum will not be considered for funding. Travel for student presentation at a professional meeting is supported. A limit of \$1000 (out of the \$2500 maximum) is permitted for this travel. If a larger portion of funds is required for this travel, then this should be explicitly addressed in the budget justification. Equipment purchases can be used for continuation of the study by other students. Equipment remains the property of Georgia Southern University under the immediate control of the faculty mentor. If applications to other funding sources have been submitted or other funds are in hand, then the delineation of how the funds will be spent (especially if two or more grants are funded for the same project) should be clarified.
    - (1) Equipment
    - (2) Materials
    - (3) Salary / Wages
    - (3) Travel
    - (4) Other (explain)
  - e) Budget Justification (again, the student should write this section)
    - (1) Explain how each item in the budget will assist in the completion of the proposed research.
    - (2) If other funding sources are available, explain how they will be used to complete the study.

*Please note:* for application for 2007-8 awards (due Feb 10, 2007), funds become available as of July 1, 2007 and end June 30, 2008. An extension may be possible through written agreement with the Director of COUR.

### C. Evaluation of Applications

A committee comprised of representatives from across COST and possibly from outside of the University will evaluate the applications. The committee will consider all parts of the application, including the potential benefit to student, the potential for success of the proposed project, and the justification of the budget. Applicants will be informed of the decision of the committee in writing (email).

### D. Award Requirements

1. Student (in Spring Semester of award year, e.g., for fall 2006 award applications with funding from July 2007-June 2008, this would be spring 2008)
  - a) Must present a talk at the spring COUR symposium, usually held in April.
  - b) Must submit a final manuscript to the COUR office in the format of an appropriate selected journal in the field of study. This should be completed by the time of the spring symposium.
  - c) Students who successfully complete these requirements will receive a *Certificate of Research Accomplishment* from COUR, and will be eligible to re-apply for awards from COUR.
2. Faculty mentor by September 1 (or next work day if a weekend, in the year following the award, e.g., for spring 2007 awards, this would be September 2008)
  - a) Must submit a typed, written evaluation of at least one page detailing the accomplishments of the student, including if the work is of publishable quality and if not, what work will be performed to move in this direction.
  - b) Must submit an accounting of the awarded funds via a detailed excel file. The faculty advisor should retain copies of the original receipts for all purchases and travel. The excel file should provide the date of purchases with vendor (just like a visa card file) so all the information is included in the accounting. Please set it up like the VISA statement including the DATE, VENDOR, ITEM DESCRIPTION, DATE RECEIVED & COST. Indicate if you purchased via visa card or by cash/personal CC and then reimbursement. Please indicate the total amount of your award and the total amount expended in this file on the same sheet as the expenditure accounting. For equipment, indicate the current location (building and room number). For travel, indicate the specific costs (e.g., registration, airfare, meals (total not by day), lodging, car rental, etc.). Indicate at the bottom that you have authorized these expenditures and that you have proof of the expenditures.
3. A Faculty Mentor who fails to complete the requirements will be ineligible for awards for three years or until the requirements are met, whichever comes first. Ineligibility can be extended beyond three years if justifiable reasons for failing to meet the requirements are not presented to COUR.

### **COUR Awards, Financial Procedures**

The faculty advisor should maintain records for expenditures as part of the report due in the fall semester. Expenditures should match those requested in the COUR proposal. Please contact the COUR Director, Bruce Schulte (bschulte@georgiasouthern.edu), if major variations in the budget expenditures are expected (before such purchases are made). Major deviations in original purchases will require approval by the Director after reviewing the amended budget and budget justification.

Please follow the following steps for expending your funds:

1. Know your budget limit
2. Allowable purchases (as defined at <http://services.georgiasouthern.edu/purchasing/webpg3.htm>) may be charged to the GSU Purchasing card. Other charges must be paid from personal accounts using Cash or a Personal Credit Card.
3. For purchases to the GSU Purchasing Card, put the acronym "COUR" on any purchase requisition and on the Purchase Statement with purchase receipts per standard practice.
4. For cash or personal credit card reimbursement, purchase receipts must accompany a written explanation (typed) of the expenses made and their use (brevity and clarity would be appreciated. Please do not turn in expenses for small amounts one at a time. Please accrue approximately \$100 of expenses or more, and then turn in receipts with the explanation sheet. The only exception to reimburse for less than \$100 at a time would be if the student knew that only a single reimbursement would be required or if financial difficulties were imminent (please explain on statement of expenses). Please submit the receipts and explanation sheet to the COST office (Joanne Dannacher). [Note: you do not need to submit a Fund Request Form; Ms. Dannacher will complete this form using the information in the explanation sheet and the receipts].
5. The COST office will obtain the necessary signatures and submit to the Foundation Office for payment.
6. Foundation checks will be sent to the COST office and these will be forwarded to the payee (i.e., likely to be either the faculty mentor or the student).

**COUR Student Research Award Application Form Due Feb 10, 2007**

Departmental Area: **Math/Science**  **MET/EET/CM/CET**

<b>Student</b>	<b>Faculty Mentor</b>	
<b>Student email</b>	<b>Mentor email</b>	
<b>Major</b>	<b>Title</b>	
<b>Eagle ID</b>	<b>Dept Chair</b>	
<b>Class Standing: Fr</b> <input type="checkbox"/> <b>So</b> <input type="checkbox"/> <b>Jr</b> <input type="checkbox"/> <b>Sr</b> <input type="checkbox"/>	<b>Date</b>	
<b>Title</b>		
<b>Abstract (Fit within box and keep entire table on a single page, avoid jargon)</b>		
<b>Student Signature</b>	<b>Faculty Mentor Signature</b>	<b>Dept Chair Signature</b>

**Student Preparedness and Benefit of Research Experience (1 page, 500 word limit)**

*Include past research experiences, relevant coursework, meetings attended and the name of the professional Journal in which study could be published (use this format for your final research paper:*

**Detailed Budget (provide item numbers and prices for equipment and materials)**

[You may expand this budget table as needed.]

NOTE: for fall 2006 applicants, funds will be available as of July 1, 2007.

BUDGET ITEMIZATION	COUR AWARD EXPENSES	OTHER FUNDS	TOTAL
Equipment (description of item(s) to be purchased)			
Materials (description of item(s) to be purchased)			
Salary / Wages (indicate person, rate, hours/week, role)			
Travel (itemize by mileage, subsistence, airfare)			
Other (registration fees, lab fees, etc)			
<b>TOTAL</b>			

**Budget Justification (1 page)**