

CSH UNDERGRADUATE SUMMER RESEARCH PROGRAM (USRP)

GUIDELINES AND APPLICATION PROCEDURES**What is the Undergraduate Summer Research Program (USRP)?**

USRP is sponsored by the College of Science and Health to provide financial support to undergraduate students to engage in a research project in collaboration with a faculty member.

This program provides students the opportunity to design a project, develop a proposal for competitive review, work closely with a faculty member on the project, prepare results for presentation, and submit a manuscript for publication.

Awards and Expectations

There are several options for awards, including working 15, 20, 25, or 30 hours per week during 10 weeks over the summer. A USRP grant will provide an award of up to \$2430 (15 hours), \$3240 (20 hours), \$4050 (25 hours), or \$4860 (30 hours). Students will be paid \$16.20 per hour. Payments are based upon hours worked and entered and occur bi-weekly between mid June and late August.

Applying for a grant with a particular number of hours does not guarantee the grant will be awarded for the requested number of hours.

Students are also expected to prepare and **present the results for the [Undergraduate STEM Research Showcase](#) in the fall quarter and submit a manuscript to the CSH undergraduate research journal, *DePaul Discoveries*, or a professional journal in their field.**

An additional \$150 will be awarded and paid upon completion and acceptance of the final manuscript in [DePaul Discoveries](#) (due February 1 and acceptance in approximately June) or submission to a journal in their field by June 1 (acceptance is not required for external journal submission).

Students may also apply for an expense allowance of up to \$200 to cover expenses such as professional conference travel, supplies, and/or participant payments. Expense allowance requests are not guaranteed even if you are selected for the grant award and receive the stipend. Such expenses should be fully elaborated upon and justified on a separate budget page and will only be awarded if deemed necessary or important for the project/research experience. Please note that the committee generally does not provide funds for books or local travel.

Although this is a paid summer award, additional volunteer work will be necessary to prepare for the presentation and publication of your work over the course of the following academic year. Students should discuss workload expectations with their mentor prior to submitting a proposal.

A \$300 one-time stipend will be paid to each faculty mentor upon submission of the student manuscript to *DePaul Discoveries* by February 1 or a journal within the field by June 1. Faculty are only eligible for one stipend per grant term, even if more than one

student is mentored.

Eligibility

Eligible students are **all full-time undergraduates in the College of Science and Health** who are **registered for at least 12 credit hours the spring preceding and the autumn following the summer for which the grant is awarded.**

Past award recipients may reapply, but priority will be given to those who have not received significant previous research funding. Examples of significant previous funding would be: 1) multiple quarters of the Undergraduate Research Assistantship Program (URAP); 2) multiple years of the Master's-Undergraduate Scholarly Engagement (MUSE); 3) Undergraduate Summer Research Program (USRP), 4) Rosalind Franklin Summer Research Program, or 5) Dean's Undergraduate Fellowship. Past USRP award recipients must have completed a *DePaul Discoveries* or other journal submission for previous projects before they will be considered for another award.

Valid work authorization and being fully hired by student employment is required before any work can be started for the USRP program.

Application Guidance and Procedures

1. Complete the [online application form](#) and be sure to include all of the supporting documentation, including the project proposal and resume or curriculum vita.
2. Develop an idea for your project and identify a faculty mentor. Ideas for projects come from a variety of sources. They may be suggested by a course you have taken or by the research, scholarly, or creative interests of a faculty member, or you may have an idea of your own that you wish to explore. If you are assisting in a faculty member's laboratory, you may develop an idea from that experience and related readings. You may work within or outside your major field or on an interdisciplinary topic.
3. Consult with your faculty mentor. Explain the general idea for your project and discuss working together. **Your discussion should lead to agreement on the nature and scope of your project, the method of inquiry and expected outcome, a timetable for completing the project, the number of hours you will work each week (15, 20, 25, or 30), the frequency of your consultations during the project, and your learning goals.**
4. Assess whether you need Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval. If needed, CSH funding can be authorized only following approval. You should allow at least 2 months for review and approval. Please consult the [Office of Research Services](#) website for more information.
5. **Provide at least 2 weeks' notice, prior to submitting your application, to ask your faculty mentor to write a letter of support. The faculty mentor recommendation letter is also due by the deadline.**
6. The faculty mentor recommendation letter should be submitted [online here](#) and

address the following:

- a. A brief overview of the project, primary tasks, and the value of the project for the student.
- b. The learning goals that are expected to be achieved through this project.
- c. The student's ability to complete the project, present at the Undergraduate STEM Research Showcase, and submit an article for publication in *DePaul Discoveries* or a journal in one's field.
- d. The extent to which this project is related to the faculty member's ongoing research versus the student's original ideas.
- e. Any weaknesses in the student's record (e.g., poor performance in key courses, challenges with time management), and how those challenges will be overcome.

Faculty who are proposing to sponsor more than one student per program cycle should also include the following in their faculty recommendation letter for each student:

- a. If the students are working on the same or similar project, describe the contributions, research objectives, tasks, and learning goals unique each student.
- b. Please rank order student applications in terms of funding priority.

Project Proposal

The proposal should be typed, double-spaced, and approximately three pages in length. Be sure to work closely with your faculty mentor on this proposal. They can help you know what needs to be included in a proposal of this sort. It should provide a thorough and specific discussion of the following:

1. Explain the questions your study will seek to answer and why they are important. How do your questions relate to published research in the discipline? Describe the rationale for your study.
2. Describe your research methodology: What specific methods will you use (e.g., experimental research, ecological fieldwork, mathematical calculations)? Explain how and why they are appropriate tools to answer the specific questions you are raising.
3. Specify your learning goals and how this project will help you accomplish your learning goals.
4. Provide a plan for conducting your research and include a timetable showing time allotted to each portion of the project.
5. Budget: *If you are requesting funds for specific expenses (up to \$200), please include an itemized budget justifying the expenses.* For example, if you request conference travel, you should specify the name of the conference, when and where it occurs, registration fees, flight and hotel costs, and deadlines.
6. Explain the relationship of your project to your faculty mentor's research.

Final Presentation and Publication

Students must submit and present their work at the ***CSH Undergraduate***

Research Showcase during the fall quarter and submit a manuscript based on the project for publication in the DePaul CSH undergraduate research journal, ***DePaul Discoveries*** due **February 1**. For more information about submitting your work internally at DePaul, please follow this [link](#).

Apply Now

Students submit application materials, including project proposal and resume or curriculum vita online [here](#).

Faculty mentors submit their recommendation letter by the deadline [here](#).

Any questions can be directed to CSHResearch@depaul.edu.

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