UNDERGRADUATE SUMMER RESEARCH PROGRAM (USRP)

GUIDELINES AND APPLICATION PROCEDURES

What is the Undergraduate Summer Research Program (USRP)?

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

The program offers a complement to the typical classroom experience by giving 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.

Applications are judged on the quality of the proposed project and the educational benefit to the student by the Faculty Research and Development Committee of the College. Since funding is limited, awards are granted to the strongest proposals. Applying for a grant with a particular number of hours does not guarantee the grant will be awarded for the requested number of hours.

Awards and Expectations

A USRP grant will provide an award of $2250 (15 hours per week), $2950 (20 hours per week), or $3650 (25 hours per week) total, if all of the requirements are met. Students will be paid $14 an hour and, in consultation with their faculty mentor, will apply to work either 15, 20, or 25 hours per week over 10 weeks. Depending on the number of hours worked per week, $2100 (15 hours), $2800 (20 hours), or $3500 (25 hours) will be paid over the course of the summer, as work is completed toward the project between late June and late August. A final $150 will be paid upon completion of the final project and acceptance of the final manuscript for *DePaul Discoveries* (approximately May/June of the following year). Students may also apply for an expense allowance of up to $200 to cover such expenses 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.

Students are expected to work either approximately 15, 20, or 25 hours per week over 10 weeks over the course of the summer. Some projects may require additional volunteer work and students should discuss workload expectations prior to submitting a proposal.

Students are also expected to prepare and **present the results for the *Undergraduate STEM Research Showcase* in November** and **submit a manuscript to the CSH undergraduate research journal, *DePaul Discoveries* by February 1** (or a professional journal in their field).

Eligibility

Eligible students are **all full-time undergraduates in the College of Science and Health** who:

1. **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 first-time applicants. Past award recipients must have completed a *DePaul Discoveries* or other journal submission for all previous projects before they will be considered for another award.

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

3. The student must be able to complete the project remotely.

Application Procedures

1. Check out the application form online 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 sponsor. 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 the faculty member. 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, or 25), the frequency of your consultations during the project, and your learning goals.**

4. 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.

5. The **recommendation letter** should be submitted separately through the website portal by the faculty member 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 Research Showcase, and submit an article for publication in *DePaul Discoveries* or a journal in one's field.
   d. 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.
   e. The plan for completing the project and providing supervision remotely.

Project Proposal

The proposal should be typed, double-spaced, and approximately three pages in length. Be sure to work closely with your faculty sponsor on this proposal. He or she 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. The committee will want to see that you have a clear and specific question or set of questions and a good grasp of the methodology appropriate to your question and discipline for answering the question. It may be useful to cite related studies that used similar methods.
3. Provide a plan regarding how you will conduct the project work remotely.
4. Please specify your learning goals and how this project will help you accomplish your learning goals.
5. Provide a timetable showing time allotted to each portion of the project.

*If you are requesting funds for specific expenses, please include an itemized budget justifying the expense*s. For example, if you request conference travel, you should specify the name of the conference, when and where it occurs, registration fees and deadlines.

1. Explain the relationship of your project to your faculty mentor's research.
2. Projects involving human or animal research subjects must receive Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval before CSH funding can be authorized. You should allow at least 2 months for review and approval. For more information on either the IRB or the IACUC review and submission process, please consult the Office of Research Services website (research.depaul.edu).

Final Report
Upon completion of the project, students must submit and present their work at the ***CSH Undergraduate Research Showcase* in November** and submit a manuscript based on the project for publication in the DePaul CSH undergraduate research journal, ***DePaul Discoveries* by February 1**. For more information about submitting your work internally at DePaul, please follow this link.

Submit your materials by the application deadline posted online

Submit your application including your project proposal and your resume or curriculum vita online here. Your faculty mentor should submit his/her recommendation letter by the deadline here.

Any questions can be directed to cshresearch@depaul.edu and/or to Dr. Susan McMahon, Associate Dean for Research at or smcmahon@depaul.edu.