College of Engineering and Information Technology

Undergraduate Research (CEIT-UR) Awards

Directions and Application

*Please contact the CEIT Associate Dean for Research with questions.*

# I. Background

## A. Purpose

### 1. Awards will facilitate undergraduate research in CEIT to enhance experiential learning and a closer working relationship with faculty.

### 2. Students will gain hands-on knowledge about the research process, including critical review of literature, acquiring and interpreting data, integrating and implementing technology, writing, and presenting their findings.

## B. Support

### A minimum of ten awards with a maximum of $2,000 each will be distributed among undergraduate majors in CEIT.

### Faculty mentors are responsible for fiscal management of undergraduate research awards.

### For this award period, projects must be completed *OR* show substantial progress by the spring Research Symposium in 2017. The final report is due April 28, 2017. Salary/wages for the student awardees or other individuals (e.g., assistants) are strongly discouraged but may be permitted if and only if the individuals are not receiving class credit for the same work at the same time.

# II. Application Process

## Qualifications

### The student applicant (“you”) must be enrolled as an undergraduate major in one of the CEIT departments. You are not required to be full-time, although part-time students should explain their status.

### You must be mentored by a faculty member employed by Georgia Southern University in one of the CEIT departments.

## Application Directions

### *You* should write the application; the faculty mentor should serve as editor for the entire application while retaining the writing style of the student. First person is preferred for the student paragraph on page two. The faculty mentor should provide guidance for the construction of the abstract. The abstract should be readable by reviewers outside the proposed field of study. The abstract may cite a few pertinent references. No separate reference section is required for the proposal.

#### Please remember that Georgia Southern has an Honor Code and it should be followed in the preparation of your application, especially in regards to plagiarism.

#### Be specific in your abstract, background and budget justification. Details do matter.

### You should submit their typed, completed application as a hard copy to the CEIT Associate Dean for Research (PO Box 7995, IT 3400) *AND electronically* in Word to ceit@georgiasouthern.edu. For electronic submissions the document should have the student and mentor signatures (electronic is fine). The file name must be as follows: YourLastName (space) FacultyMentorLastName (space) 2016 (space) and department abbreviation. Example: Harley Davidson 2016 CS.

### Complete applications must be submitted electronically by 11:59pm on October 16, 2016 to ceit@georgiasouthern.edu. The hard copy must be submitted to the Associate Dean for Research in IT 3400 by 4:59pm on Oct. 17. Incomplete applications will not be considered.

### You, the faculty mentor and the chair of the mentor’s department must sign the hardcopy version of the application. These signatures indicate that you prepared the proposal; that your faculty mentor and chair have read it and fully support the project; and you all agree to abide by all rules and requirements of the CEIT Undergraduate Research Awards.

### Formative Contents

### 1” margins on all sides, Times New Roman font, 12 point, single-space, not to exceed 5 pages. (*Hint: successful applications generally go over the allotted space in early drafts and then are edited to use the space without extraneous information.*)

### Descriptive title

#### Complete project description limited to two pages of text (~1,000 words). The abstract should be in language that a reviewer outside the specific field of study can understand. Include the following.

##### Background

##### Clear statement of the objectives

##### Methods

##### Expected results and meaning

##### Future direction(s) of research

#### One page (approximately 500 words) on your preparedness for the project and how the research experience will benefit you and your faculty mentor’s research program. This section should include in what journal(s) the study could potentially be published. Previous research background, grant applications, publications, presentations and the like should be mentioned in this section.

#### Complete budget up to a maximum of $2,000. All items should pertain directly to the proposed research project. Budgets exceeding this maximum will not be considered for funding. Be specific on the use of requested funds! *Funds may not be spent on items not included in your budget.*

#### Travel for you to present at a professional meeting/conference may be supported, and must be completed on or before June 16, 2017. A maximum of $1,000 (out of the $2,000 total) is permitted for this travel. If a larger portion of funds is required for travel, then explicitly address the request in the budget justification.

#### Equipment purchases may be used for continuation of the study by future CEIT Undergraduate Research Award applicants. Equipment remains the property of Georgia Southern, under the immediate control of the faculty mentor.

#### If applications to other funding sources have been submitted or other funds are in hand, please clarify how the funds requested from the CEIT Undergraduate Research Awards will be spent (especially if two or more grants are funded for the same project) separately from other sources.

##### Equipment (remains property of Georgia Southern)

##### Materials

##### Salary/Wages (discouraged): minimum wage unless otherwise justified

##### Travel: per diems as per state travel authorization

##### Other (explain)

#### Budget Justification

##### Explain how each item in the budget will assist in the completion of the proposed research.

##### If other funding sources are available, explain how funds from each source will be used to complete the project.

##### Fees for full (non-student) membership in a professional society are not allowed unless it is less expensive to join and pay registration for a meeting than to pay for registration as a non-member.

**Please note: for application for 2016-17 awards, funds become available late in the fall semester and end with graduation or shortly thereafter in spring 2017. An extension may be possible through written agreement with the dean of CEIT.**

## III. Evaluation of Applications

## The CEIT College Research Committee will evaluate all applications. The sections are weighted as Abstract (40%), Background (25%) and Budget with Justification (35%). 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).

## IV. Award Requirements

### The Undergraduate Research Award recipients must complete the following actions after accepting the award.

#### Email your résumé, digital picture (with file name: LastName FirstName.jpg) and an acceptance letter to ceit@georgiasouthern.edu. This should be done within 30 days of award notification. The picture will be used for press releases and should be complimentary to the student, CEIT and Georgia Southern. Your resume should include where you were born, the high school from which you graduated, your career objective(s) and contact information.

#### Provide a title and an abstract (250 words or less) on the research project before winter break in December 2016.

#### Present a poster at the spring Georgia Southern Research Symposium (spring 2017).

#### Submit a final manuscript to the Associate Dean for Research in the format of an article for an appropriate selected journal in the field of study. This should be completed by the time of the Research Symposium; or by the end of spring semester with written permission from the Associate Dean for Research.

Students who successfully complete these requirements will receive a *Certificate of Research Accomplishment* from CEIT, and will be eligible to re-apply for awards from CEIT.

### The faculty mentor must complete the following actions by June 1, 2017.

#### Submit to the Associate Dean for Research a typed, written evaluation of at least one page detailing the accomplishments of the student, including whether the work is of publishable quality, and if not, what work will be performed to prepare the student and project for publication.

#### Submit to the Associate Dean for Research an accounting of the awarded funds via a detailed Excel spreadsheet. The faculty mentor should retain copies of the original receipts for all purchases and travel, as well as time sheets if salary or wages are included in the approved budget. Please include the date of purchase, vendor, item description, date received and cost.  Indicate whether you purchased via the department’s P-card or by cash/personal CC (reimbursed). Please indicate the total amount of the student’s award and the total amount expended in the spreadsheet on the same worksheet 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 per diem), lodging, car rental, etc.). Indicate at the bottom that you have authorized these expenditures and that you have proof of the expenditures.

### A faculty mentor who fails to complete the requirements will be ineligible for CEIT 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 the Associate Dean for Research.

### CEIT-UR Student Research Award Application due no later than 11:59pm, Oct. 16, 2016

Department: **CE [ ]  CS [ ]  EE [ ]  IT [ ]  MfgE [ ]  MechE [ ]**

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| --- | --- |
| **Student** | **Faculty mentor** |
| **Student email** | **Mentor email** |
| **Major** | **Faculty title** |
| **Eagle ID** | **Department Chair** |
| **Class standing: Fr** **[ ]  So** **[ ]  Jr** **[ ]  Sr** **[ ]**  | **Date** |
| **Title of project** |
|  Student signature |  Faculty mentor signature |  Dept. Chair signature |

**Project Description – two pages maximum – avoid jargon**

**Student Preparedness and Benefits of this Research Experience (1 page, 500-word limit)**

*Include past research experiences, relevant coursework, meetings attended and the name of the professional journal in which your study could be published. (Use this format for your final research paper.) Be specific*.

**Detailed Budget**

1. Provide item numbers and prices for equipment and materials.
2. You may expand this budget table as needed.
3. Be specific.
4. Funds must be spent or encumbered by May 1, 2017.
5. Funds may be used only for the items listed in this budget.

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| --- | --- | --- | --- |
| **BUDGET ITEMIZATION** | **CEIT-UR AWARD EXPENSES** | **OTHER FUNDS** | **TOTAL** |
| i. Equipment (description of item(s) to be purchased) |  |  |  |
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| ii. Materials (description of item(s) to be purchased) |  |  |  |
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| iii. Salary/Wages (indicate person, rate, hours/week, role) |  |  |  |
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| iv. Travel (itemize by mileage, meals, lodging, airfare) |  |  |  |
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| v. Other (registration fees, lab fees, etc.) |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

**Budget Justification (1 page – be specific and detailed)**