# Guidelines for ID-SURE Proposals

Faculty-mentored research or creative projects require not only dedication, planning, and a substantial time commitment, but also funding. The ID-SURE provides funding in support of student's time and efforts, but in order to receive funding, students first need to write a proposal.

**Proposal Writing Workshop:** Tuesday, January 28, 2005; Student Services II, Classroom 1010 A/B
**Deadline:** Monday, January 31, 2005

## CALL FOR PROPOSALS

The Inter-Disciplinary Summer Undergraduate Research Experience (ID-SURE) provides funding for UCI undergraduates from all disciplines who are conducting interdisciplinary summer research projects or creative activities related to health promotion and disease prevention under the guidance of UCI faculty members. Students will have the opportunity to become immresed in a research topic for a full-time eight-week period or the equivalence of 320 hours. Once the annual Call has been announced, students will have approximately one month to submit their proposals with a deadline of mid-winter quarter. Funded in part by the National Institute of Health, ID-SURE is administered jointly by the Undergraduate Research Opportunities Program (UROP) in the Division of Undergraduate Education and the Health Promotion Center (HPC) in the School of Social Ecology.

Applications are available on the UROP Web site or the Health Promotion Center Web site (http://www.healthpromotioncenter.uci.edu). Proposals that do not require funding or are already receiving adequate funding from departmental or other sources may be submitted for an Honorary Fellowship.

Proposals are evaluated based on the intellectual merit of the student's research, a complete application, the level of support from the faculty mentor, the student's transcript, and available funding. The ID-SURE Selection Committee reviews the proposals and makes recommendations on funding. Keep in mind that there is not a specific number of ID-SURE Fellowships that need to be awarded each year—decisions are simply based on quality and available funding. Also keep in mind when you develop your timeline

that students who receive a fellowship **MUST** present their findings and write a report at the end of the ID-SURE experience, and are encouraged to present at the UCI Undergraduate Research Symposium held annually in May. Also, we invite students to submit their research findings to *The UCI Undergraduate Research Journal.*

### ID-SURE FELLOWSHIPS

*Purpose of Funding*

ID-SURE provides a maximum stipend of $2,400 for a student's time and effort over the summer; therefore an itemized budget is **NOT** needed. This program offers students the opportunity to become immersed in a research topic for a full-time eight-week period or the equivalent of 320 hours. If a student needs less than $2,400 because s/he has other sources of funding, s/he can indicate that on the Proposal Submission Form. Students who need funding for supplies for a summer project can also submit a proposal for the UROP Spring Call for Proposals.

*Eligibility Criteria*

To be eligible for ID-SURE funding, students must be undergraduates in good academic standing, and must also have been involved in a faculty-mentored research project or creative activity for at least one quarter prior to summer (Spring Quarter involvement is acceptable). For the ID-SURE Fellowship, eligible students can not be graduating within a quarter of submitting their proposal.

### CONTENTS OF THE PROPOSAL

The proposal should be developed and submitted by the student applicant with guidance from the faculty mentor(s). Proposals should be as long as they need to be to

convince the ID-SURE Selection Committee that funding is needed. Typically a proposal is about five pages, but if needed, you can add further documentation, such as a survey that you are administering or data that you have collected. To see past proposals that have been accepted for funding, visit the UROP Web site for Sample Proposals. You will submit your proposal **ONLINE** by entering information about yourself and your faculty mentors as well as providing or uploading the following:

➤ The proposal, which includes a thesis, purpose, objective, & approach; the student's specific responsibility; the project's timeline; and works cited.

➤ A personal statement from the student

➤ If the research involves human subjects or the use of live vertebrate animals, the appropriate IRB or IACUC protocol number is required.

A confirmation via e-mail will be sent to the undergraduate researcher and faculty mentor(s) once the submission has been received. This confirmation will provide a secure link that would allow the student and mentor to access and update the submission. In addition, faculty mentors will be asked to upload one letter of recommendation per project.

## THE RESEARCH PROPOSAL

***Thesis, Purpose, Objective, & Approach.*** As you begin your project, you will likely conceive a rudimentary research question. In a sense, your thesis statement is your answer to the central question or problem you have raised. Writing this statement will enable you to see where you are heading and to remain on a productive path as you plan and write. Beginning your proposal with your thesis statement frames everything that follows. This section should also describe your purpose—what your topic is with a clear research question, and why this topic is unique or important to your field. Make sure you clearly state the significance of your research to your field, but also to the general public. Describe the objective by telling what specifically you have completed in your project, what you will be accomplishing, and its intended outcome. Illustrate your methodology and demonstrate the feasibility of the project, as well. Support your research with details and express any practical concerns and/or difficulties you may incur and how you will overcome them.

***Responsibility.*** Describe your specific duties for the project. Also explain how you will be interacting with your faculty mentor during the course of the research. Discuss any collaboration you may have with other research personnel involved in your project.

***Timeline.*** Produce a schedule of activities for your research project by week, month, or quarter.

***References.*** List books, articles, or any other outside sources used in preparing your proposal or that have contributed to your expanded knowledge about your area of research. These references will also help to establish why your research is essential to the field. It will add credibility to your project and show that you have done the research necessary to carry out your project.

***Personal Statement.*** This tells the evaluator who you are, why you want to pursue this research, and what impact you expect this experience to have on your future career. Include your research background and describe how it might have influenced your education. It will also explain what you have accomplished so far in a particular field, including relevant classes that you have taken and how this opportunity will help you realize your goals. Also include what made you choose this topic for your research project and why you should receive funding. A personal statement can also elaborate on information you normally include in your resume. With your permission, we will download a copy of your transcript, therefore you do not need to provide that to us.

***Letter of Support.*** This is written by your faculty mentor(s) and is an evaluation of your performance and capacity to complete the proposed activities (only one letter is needed per project). We will request your letter of support from your faculty mentor(s) after you submit your proposal.