

BRIDGEWATER STATE COLLEGE
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH (ATP)
2009 SUMMER UNDERGRADUATE RESEARCH GRANT APPLICATION

Student Eligibility. ATP Summer Research Grants are open to all full and part-time BSC undergraduates (six credit hours minimum), who have completed a minimum of 12 credits at BSC by May 29, 2009 and will be enrolled as an undergraduate at BSC through at least the fall 2009 semester. Applicants must maintain good academic standing through the spring semester, and must register for fall 2009 courses. Students who were awarded an ATP summer grant in a previous year may not apply again. Although there is no formal GPA requirement, an overall GPA of 3.0 or higher is recommended. Students graduating in May 2009 are not eligible.

Mentor Eligibility. Only full-time BSC faculty members may mentor ATP summer students. In those cases where a project has more than one mentor, both must also be full-time BSC faculty.

Stipend. Students who are awarded an ATP Summer Grant will receive a stipend of \$4,000 for the ten-week program, and you may also apply for up to \$500 to cover the cost of research-related expenses. Your mentor will receive a \$1,700 stipend for work associated with mentoring an ATP summer student.

Application Procedure. Complete each section of the accompanying application as instructed. *If any of the following information is missing or incomplete by the application deadline, your application will not be evaluated.* You should identify a mentor at least six weeks before the proposal deadline, as you are expected and strongly advised to consult with your research mentor for guidance in preparing your research proposal and completing this application. However, please note that proposals written by the mentor will be denied funding.

Application Checklist. Your complete application must contain the following information:

1. ATP Summer Grant Cover Sheets completed by the student (see pages 3 and 4 below).
2. A statement in which you describe your academic background and career goals. Briefly describe how your academic background has prepared you to undertake the proposed project. This may include specific courses, work experience, or previous research experience. You should also address anything that may be perceived as a weakness in your application (such as GPA or course preparation for the proposed project). Please describe your career goals, and how an ATP Summer Grant will assist you in attaining these goals. Maximum of one page with one inch margins, single spaces, and Times New Roman, 12 point font.
3. Project Description. This section includes a detailed *three-page* description of your proposed ten-week research project. As your Project Description will be read by faculty from multiple disciplines, it is important to be specific, and to avoid the use of highly technical language. This section is limited to three typed, single-spaced, single-sided pages, with one inch margins, and Times New Roman 12, point font. Pictures, tables, figures, and diagrams may be included as an Appendix (2 page limit). Your Project Description must include each of the following five sections and *you must use these headings:*
 - **Title.** A descriptive title of your project, suitable for publication in ATP reports.
 - **Abstract (150 word maximum).** Your abstract should describe the background of your proposed project, your research question, the significance (to you, your discipline, or society) of your research, and your research methods.

➤ **Research Question.** Write your succinct research question. Examples:

- *I propose to test if heavy metals cause dragon-fly deformities in area ponds.*
- *What role did Frederick Douglass play in the Seneca Falls Convention?*
- *I want to explore a variety of glazing techniques using a salt and soda kiln.*

➤ **Introduction.** The introduction reiterates your research question and provides details about what you want to do and what you want to learn: Discuss what scholars already know about your topic (background information). What do you need to learn or accomplish in order to answer your research question? The introduction also describes the significance of your project. What is the expected impact of your research on your academic discipline, and/or to society in general?

➤ **Methodology.** A description of the research methodology/approach to be used. This might include, depending on your discipline, a description of field work, lab experiments, calculations, quantitative or qualitative analyses, theoretical approaches, archival research, artistic techniques, etc.

4. A Works Cited page (if you are citing literature used in the proposal itself), or a Preliminary Bibliography for the project (works you have consulted in conceptualizing your proposal).

5. An explanation of the proposal's logistics, including:

- Where this research will be conducted;
- Accessibility of resources, equipment, etc. needed to do the proposed research;
- Timeline for project activities over the 10-week summer program (be as specific as possible);
- Details about how you and your research mentor plan to meet during the summer to discuss the progress of your research.

6. Preliminary Budget (see form on page 5 below). You may apply for up to \$500 to help defray costs directly related to your research, such as books, supplies, travel or photocopying. Please be as specific as possible. You do not need to submit a budget for the \$4,000.00 stipend itself.

7. A completed Recommendation Form (see form on page 6 below) from your BSC faculty or librarian research mentor, and a second recommendation from another BSC faculty or librarian member, or present or former employer familiar with your work (see form on page 7 below). ***Both recommendation forms must be included with your application and received by the application deadline.***

8. Unofficial copies of all college transcripts with a record of all courses completed through Fall 2008. If BSC transcripts are not available on-line, you will need to get these from the BSC registrar's office.

9. A list or print-out of your Spring 2009 courses.

10. Agreement to fulfill program requirements and signature (see attached).

Please note that preparing a competitive ATP proposal involves a significant commitment of time for you and your mentor. Allow yourself several weeks to conduct background work, reading, meeting with your mentor, and writing the actual proposal.

Your proposal (please paper-clip) must be received by Ms. Kathy Frederick, Office of Undergraduate Research, 200 Maxwell Library, by 4:00 PM on March 20, 2009.

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
Award announcements will be made in early April, 2009.**

BRIDGEWATER STATE COLLEGE
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH (ATP)
SUMMER UNDERGRADUATE RESEARCH GRANT 2009
APPLICATION FORM

Please **print** or **type** clearly. Unreadable or incomplete applications will not be evaluated.

Name (print): _____ Banner ID #: _____

Permanent Address:

BSC E-mail (**required**): _____ Phone: _____

Note: All official correspondence will be via your BSC email account.

Sex (optional; for tracking purposes only): Female () Male ()

Ethnic Origin (optional; for tracking purposes only):

- () African American () Hispanic () Asian or Pacific Islander
() Native American () White, not of Hispanic origin () Other _____
() Multiracial

Expected Graduation Date _____ Major(s) _____
(Students graduating in May 2009 are NOT eligible for ATP Summer Grants)

Academic standing as of January 1, 2009: () Freshman () Sophomore () Junior () Senior

Your Overall GPA= _____ Your Major GPA= _____

Name of your BSC faculty or librarian summer research mentor: _____

Your Mentor's Department: _____

Name of your second recommender: _____

In what capacity are you acquainted with this person?

Please provide both recommenders with the appropriate Recommendation Form (see attached) which they must complete and return to you in a signed, sealed envelope. *It is the student's responsibility to collect the recommendation letters and turn both in with your complete application by the proposal deadline.*

Grant awards are dependent upon your agreement to fulfill each of the following program requirements. Indicate your agreement by placing your initials on each line:

_____ I agree to attend an orientation session during the first week of May 2009.

_____ I will participate in the ATP Summer Research Program between May 29 and August 6, 2009. I am not receiving any additional salary to support this research, I will not be taking any day summer courses, and I plan to conduct research full-time (about 40 hours per week) as directed by my BSC faculty or librarian mentor.

_____ My participation in the summer program includes attendance at mandatory scheduled group meetings held during the summer with all student participants.

_____ I am registered as a full- or part-time student (six credit hour minimum) in good academic standing as of February 9, 2009, I will have completed at least 12 credits at BSC by May 29, and I will be a full- or part-time BSC undergraduate through at least the fall 2009 semester.

_____ I agree to provide my research mentor and the ATP Coordinators an **oral or poster presentation** of my summer research in August 2009, and to present the results of my research at the BSC Undergraduate Research Symposium in April 2010.

_____ I agree to provide my research mentor and the ATP Coordinators a **final research paper** by the start of the Fall 2009 semester. The paper will constitute my submission to *The Undergraduate Review: A Journal of Undergraduate Research and Creative Work*. I understand that all submissions to the Undergraduate Review are read by faculty other than my mentor and acceptance is contingent on a favorable rating by the faculty readers.

_____ I agree to acknowledge the Bridgewater State College Foundation in all publications and presentations resulting from this Summer Undergraduate Research Grant, and to provide the ATP coordinators with copies of all publications or conference abstracts.

_____ I will apply to a regional or national conference in Fall 2009 or Spring/Summer 2010 to present the results of this research.

I agree to fulfill all of the above program requirements, and I certify that all information provided in this application is accurate and complete.

Applicant's Signature: _____ Date: _____

Mentor's Signature (**REQUIRED**): _____ Date: _____

Your single-sided, paper-clipped proposal must be received by Ms. Kathy Frederick, Office of Undergraduate Research, 200 Maxwell Library, by 4:00 PM on March 20, 2009. IT IS THE STUDENT'S RESPONSIBILITY TO DELIVER COMPLETED APPLICATIONS BY THE PROPOSAL DEADLINE. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. BRIDGEWATER STATE COLLEGE

**ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH (ATP)
SUMMER UNDERGRADUATE RESEARCH GRANT APPLICATION 2009
BUDGET FORM**

This budget form is to be completed **ONLY** if you are requesting ATP funds to help defray some of the costs you encounter in conducting your research. Each student may apply for a *maximum of \$500* for supplies, books, research-related travel (not travel to conferences), or photocopying costs. If approved, these funds will not be released directly to the student, but will be handled as reimbursements or purchase order requests placed through the ATP coordinators. **All purchases must be completed by July 31, 2009.**

Budget Categories (with examples and brief explanation)	Amount Requested
Supplies:	\$ _____
Books:	\$ _____
Photocopying expenses:	\$ _____
Research-related travel:	\$ _____
Other (specify):	\$ _____
TOTAL AMOUNT REQUESTED:	\$ _____

Student's Name (printed) _____ Date _____

Student's Signature _____

As the student's BSC research mentor, I have reviewed this budget and believe that it is reasonable for the proposed project. Should additional materials be needed to complete the project, I will assist the student in locating these materials, or in helping the student obtain funding for these materials.

Mentor's signature (**REQUIRED**) _____ Date _____

The budget form must accompany the full proposal and be turned in by the proposal due date.

RESEARCH MENTOR RECOMMENDATION FORM

Name of student: _____

I have known this student for _____ years as _____

Please rate the student's ability related to:

	Excellent top 10%	Good top 25%	Fair top 50%	no basis for judgement
Overall knowledge in discipline of proposed research	()	()	()	()
Overall academic ability	()	()	()	()
Applicants potential for research in this field	()	()	()	()
Motivation	()	()	()	()
Maturity	()	()	()	()
Interpersonal skills	()	()	()	()
Communication skills	()	()	()	()
Recommendation for this program	()	()	()	()

Please attach on **departmental letterhead** a typed evaluation of this student's potential for carrying out the proposed research project, including his/her abilities, character, originality and any other relevant qualities. **Please address anything that can be perceived as a weakness in the student's application**, such as GPA, or if the research project is outside of the student's major. **Also, please provide an outline of your expected role as mentor.**

Responsibilities of the Research Mentor. The research mentor is responsible for establishing an environment that will provide your student the best possible experience in conducting the proposed research. This includes:

- Assisting the student in finding the resources required for conducting the proposed research;
- Regular (at least weekly) meetings with your student to discuss the progress of the research (if the mentor will be away for any length of time, explain in your letter how you will continue to advise while away);
- Assuring that the research is conducted in an ethical manner;
- Assistance and quality control in preparation of the proposal, conducting the research, writing of reports, and giving presentations;
- Assistance with public dissemination of the research at campus, regional, or national conferences (student travel funds are available);
- If the student has chosen more than one mentor, discussion of potentially divergent research methodologies with each other and the applicant before the grant period;
- Evaluation of your student's progress for use as feedback to the student at the program's conclusion;
- If the student's project requires the use of animal or human subjects, and/or hazardous or radioactive materials, addressing this in your letter.

Summer undergraduate research mentors must be full-time members of the BSC faculty or librarians. The mentor will receive a summer stipend of \$1,700 for guiding the research of undergraduates. It is recommended that the faculty mentor teach no more than two courses during the entire summer.

I have read the student's research proposal, and certify that this is an independent research project. I have also reviewed the budget form (if applicable) and mentor responsibilities, and I agree to serve as the student's summer research mentor.

Mentor's Printed Name: _____ Date: _____

Signature _____

Return this form and accompanying **typed evaluation on your departmental letterhead** to the student in a sealed, signed envelope. Completed applications must be received by March 20, 2009, so allow your student sufficient time to send the recommendation in by that deadline. **This recommendation letter is considered confidential.**

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RECOMMENDATION FORM – Recommender #2

Name of student: _____

The student named above is applying for a Summer 2009 grant to the Bridgewater State College Adrian Tinsley Program for Undergraduate Research. This program provides BSC students with a summer stipend of \$4,000 to carry out a research project under the guidance of a full-time BSC faculty mentor. You have been asked to complete this recommendation form because of your knowledge of this student's abilities and background.

I have known this student for _____ years as _____

Please rate the student's ability related to:

	Excellent top 10%	Good top 25%	Fair top 50%	no basis for judgement
Overall knowledge in discipline of proposed research	()	()	()	()
Overall academic ability	()	()	()	()
Applicants potential for research in this field	()	()	()	()
Motivation	()	()	()	()
Maturity	()	()	()	()
Interpersonal skills	()	()	()	()
Communication skills	()	()	()	()
Recommendation for this program	()	()	()	()

Please attach on **departmental or company letterhead** your typed evaluation of this student's potential for carrying out the proposed research project, including his/her abilities, character, originality and any other relevant qualities.

Recommender's Printed Name: _____ Date: _____

Signature _____

Return this form and accompanying **typed evaluation on your departmental or company letterhead** to the student in a sealed, signed envelope. Completed applications must be received by March 20, 2009, so allow the student sufficient time to send the recommendation in by that deadline. **This recommendation letter is considered confidential.**

Updated: 6 February 2009/kmf