

**BRIDGEWATER STATE UNIVERSITY
ADRIAN TINSLEY PROGRAM FOR UNDERGRADUATE RESEARCH (ATP)**

SUMMER UNDERGRADUATE RESEARCH/CREATIVE GRANT INSTRUCTIONS

The ATP Summer Grant Program provides funding for students under the guidance of a faculty mentor to conduct research and creative projects over a ten-week period during the summer. Both the students and faculty mentors receive stipends to support their efforts. In addition, funds are provided for supplies needed to complete the proposed projects.

Student Eligibility: ATP Summer Research Grants are open to all full- and part-time BSU undergraduates (six credit hours minimum in the current semester), who have completed a minimum of 12 credits at BSU at the beginning of the summer session, and will be enrolled as an undergraduate at BSU through at least the fall semester. Applicants must maintain good academic standing through the spring semester, and must register for fall courses. Students graduating in May are not eligible. Students are eligible to receive only **one** ATP summer grant during their academic career and should discuss with their mentor the appropriate time to apply.

Mentor Eligibility: Only full-time, tenured or tenure-track BSU faculty members may mentor ATP summer students. In cases in which a project has more than one mentor, all mentors must be full-time, tenured or tenure-track BSU faculty.

Stipends: Students who are awarded an ATP Summer Grant will receive a stipend of \$4,000 for the ten-week program and may also apply for up to \$500 to cover the cost of research-related expenses. Mentors will receive a \$1,700 stipend for work associated with mentoring an ATP summer student (maximum faculty stipend is \$5,100).

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 project 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 Application completed by the student (forms are located on the ATP website).
2. A statement in which you describe your academic background and long term goals (maximum one page with one-inch margins, single spaced, in Times New Roman, 12-point font). Briefly describe how your academic background has prepared you to undertake the proposed project. This may include specific courses, work experience, creative projects such as choreography, creative writing or painting, 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 long term goals, and how an ATP Summer Grant will assist you in attaining these goals.
3. Project Description. This section includes a detailed description of your proposed ten-week project (maximum three pages, single-spaced, single-sided pages, with one-inch margins, and Times New Roman 12-point font). Pictures, tables, figures, and diagrams may be included in the document (2 page limit) for a maximum of 5 pages with text (3 pages) and figures/tables (2 pages).

As your Project Description will be read by faculty from multiple disciplines, some of whom will have NO background in your field, it is important to avoid the use of highly technical language. The project

description should be written so that a person with a college degree in any discipline will be able to understand the purpose of the project, its significance, and the methods that you will use. Proposals that rely on highly technical language will be at a disadvantage. 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 is a succinct summary of the proposal. It should describe the background of your proposed project, the goal of your research or creative project, the significance (to your own learning, your discipline, or society) of your research or creative work, and the methods or creative process/technique to be used.
- **Research or Creative Project Goal.** Write a one sentence statement that describes the overall goal of the project or research question that you will examine. The goal or research question should not be overly broad and must be achievable or answerable in the time frame of the program. Examples:
 - *This project seeks to determine 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 objective 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 achieve your objective? The introduction also describes the significance of your project. What is the expected impact of your research/creative work on your academic discipline and/or to society in general?
- **Methodology or Process.** A description of the research methodology, approach, or creative process 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. Be specific with respect to the tasks that you will perform to achieve the proposal's goal. Projects involving human and certain animal subjects will require IRB approval. This includes surveys.

4. A Preliminary Bibliography or Work Cited page for the project (works you have consulted in conceptualizing your proposal or have cited directly in the project description).

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

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

6. Preliminary Budget (see form on page 2 of the application). You may apply for up to \$500 to help defray costs directly related to your project, 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 confidential recommendation from your BSU faculty or librarian mentor (see form on page 4 of the application), and a second confidential recommendation from another BSU faculty member or librarian, or present or former employer familiar with your work (see form on page 5 of the application). ***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 to date. If BSU transcripts are not available on-line, you will need to get these from the BSU registrar's office. You should also include a list or print out of your current spring semester courses.
9. Agreement to fulfill program requirements and signature (page 3 of the grant application).
10. Demographic Tracking Form. This form is used by ATP and OUR for informational purposes only and is not used in the evaluation of the grant.

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 16, 2012.

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.
Award announcements will be made in early April, 2012.**