

CLA Summer Undergraduate Research Program (SURP)

Request for Proposals

Summer 2021

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| Dates: | Phase I: | CLA Faculty Proposals due Monday, April 26, 2021 |
| | Phase II: | CLA Student Applications due Friday, May 14, 2021 |
| | Phase III: | Final Awardees announced Friday, May 21, 2021 |
| Details: | Organizer: | CLA |
| | Award cycle: | 2020-2021 |
| | Award amounts: | \$3500/student, \$1500/faculty |
| | Anticipated awards: | 9 |
| | Duration of SURP: | 8 weeks of summer 2021 |
| | Donors: | Circle of Giving, Office of Student Research-Cal Poly, Provost-Cal Poly |

Brief Description:

This Request for Proposals is issued to solicit research topics in support of the 2021 CLA SURP. This is a multi-phased solicitation to support faculty research and creative activities while engaging undergraduate students in faculty-led scholarship. Please note that the CLA SURP has four primary goals:

1. Promote diverse and equitable engagement for CLA students in faculty led research and creative activities
2. Enhance faculty participation in scholarship
3. Build lasting student-faculty mentoring relationships
4. Enrich a culture of scholarship in the CLA

Faculty are requested to submit Phase I research and creative activities proposals for CLA student participation over summer 2021. Up to nine projects will be selected and made available for student applications. CLA students can then apply for consideration on up to three projects. Students will be matched with faculty mentors in keeping with the SURP goals. SURP guidelines and application details can be found below.

Eligibility:

CLA faculty, including full-time lecturers, are eligible to submit SURP proposals for Summer 2021. Proposals will be chosen based on the evaluation rubric (below). For Summer 2021, projects already funded through other mechanisms will be ineligible for SURP funding. However, faculty who have received summer funding for one project may still submit proposals for other unfunded projects that provide mentoring and scholarly engagement for CLA students. All CLA majors are eligible to apply for the SURP.

Guidelines:

Proposal Format: CLA Faculty Proposals (Phase I – due April 26, 2021 by midnight).

Proposals will be submitted online via email and will include the following elements:

1. Project title

2. Number of students to be supported under this project (minimum & maximum)
3. One-two page description of the research project
4. Project impact statement
5. Expected project outcome(s) statement
6. Planned student-faculty co-authored presentation or publication plan
7. Mentoring plan

Review Criteria.

Proposals will be evaluated and ranked according to the following criteria (see evaluation rubric):

1. Alignment with CLA SURP goals
2. Strength of research proposal
3. Strength of mentoring plan
4. Potential to advance faculty scholarship
5. Potential to provide student with presentation and/or publication opportunities appropriate to funded activity
6. Prior funding for this project

Proposal Format: CLA Student Proposals (Phase II – applications due May 14, 2021 by midnight).

CLA students can apply to be considered on up to three funded proposals. Student applications will be submitted via email and include the following elements:

1. Personal narrative
2. Description of interest in the project: Why is doing a SURP on this project of interest?
3. Description of how the research experience will impact academic success (broadly defined as scholarly performance, professional development, future job attainment, etc.)
4. Description of preparation to be a student researcher on the project (this can include coursework, prior experiences - formal and informal experience)

Review Criteria.

Proposals will be evaluated and ranked according to the following criteria:

1. Clarity and development of interest statement
2. Potential impact of SURP on academic success
3. Preparation for participation
4. Alignment of personal narrative with academic and other goals

Submission Deadlines & Process.

- **Phase I.** Faculty project proposals are due by Monday, April 26, 2021 (by midnight). Proposals will be submitted via email to Lynne Ricard (lriscard@calpoly.edu). A review committee will evaluate and rank proposals according to the evaluation rubric. Faculty will be notified of proposal acceptance prior to May 1, 2021.
- **Phase II.** CLA student applications are due by Friday, May 14, 2021 (by midnight) and will also be submitted via email to Lynne Ricard (lriscard@calpoly.edu). The Phase I

projects selected for funding will be posted online (website under construction) for review by May 1 and students can then apply by the due date to be considered for up to three projects. Students will only be matched with one project but will have the option of applying to up to three. During this process, student(s) will be encouraged to discuss their application with the faculty mentor of interest.

- **Phase III.** In consultation with faculty, Director of Research Engagement, Dawn Neill, will review the applications and work with the identified faculty mentor to finalize SURP awards. Students will be matched with projects through a process considering the project and faculty goals, student qualifications, and student demographics and academic standing. Final awardees for the CLA 2021 SURP will be announced Friday, May 21, 2021.

Completing the SURP: Engagement.

SURP is an 8-week long program, and SURP students are expected to spend at least 20 hours/week working on their research projects. SURP students and their faculty mentor agree upon a start date for their research project that falls within summer 2021 and allows an appropriate window of engagement. While the 8-week SURP project must be completed during summer 2021, the 8 weeks need not be contiguous. SURP students may not use any time worked beyond 20 hours/week to shorten the 8-week duration of the program. Faculty are expected to actively participate in both the research and mentoring plans for the duration of the SURP. Faculty are expected to assist SURP participants in preparing a poster (or presentation) to showcase their research and creative activities each fall at the SURP symposium.

Completing the SURP: Compensation.

Each SURP will be accompanied by a summer stipend of \$3500 per student disbursed through the Financial Aid Office. Students are not eligible to receive additional funding for working more than 20 hours/week or for more than 8 weeks. Participating faculty will receive a summer stipend of \$1500 per student, up to 2 students. No student will be funded for more than one SURP per year.

End of Project Reporting.

Each SURP student will be expected to create the following items by October 31 of the year of their program participation.

1. **SURP Project Report:** After approval by the faculty mentor, a final report should be provided to the CLA Office of Research Engagement (dbneill@calpoly.edu). Guidelines for the report are forthcoming.
2. **Conference and/or Journal Publications:** Main goals of the SURP are to promote diverse and equitable engagement for students in faculty led research and creative activities and to enhance faculty participation in scholarship. Each SURP should adhere to the presentation/publication plan of the proposed research. Presentations and publications should be reported to the CLA Office of Research Engagement.

3. **SURP Symposium Presentation.** SURP students are expected to participate in the annual SURP Symposium held each fall. In coordination with their faculty mentors, students will prepare a poster/presentation to present at the annual SURP Research Expo so that stakeholders, faculty, and student peers can benefit from the knowledge generated through annual SURP activities.

Additional Information.

Questions should be directed to Dawn Neill, Director of Research Engagement and Internationalization, CLA dbneill@calpoly.edu.

Two information sessions will be held to facilitate preparation for our inaugural SURP:

- For faculty preparing SURP project proposals: April 16 10-11 am (zoom)
<https://calpoly.zoom.us/j/85633684709?pwd=SncrWIZmd0g2SINyRFZmTOJiSytpdz09>
- For students interested in applying to SURP: May 6 11-12 am (zoom)
<https://calpoly.zoom.us/j/89085055408?pwd=UUU5Rzh0K05GbWI4cGx2RXpaQnJYQT09>