UNIVERSITY OF NORTH GEORGIA
CENTER FOR UNDERGRADUATE RESEARCH AND CREATIVE ACTIVITIES (CURCA)

REQUEST FOR PROPOSALS:
CURCA FUSE Program

The Center for Undergraduate Research and Creative Activities (CURCA) is seeking proposals for its Faculty – Undergraduate Summer Engagement (FUSE) program to support undergraduate research and creative activities in all academic areas. The purpose of the FUSE program is to facilitate a research immersion experience for students during which they collaborate directly with a faculty mentor on a continual basis, as appropriate for the particular academic discipline. FUSE projects are often smaller portions of a larger research project and/or pilot projects for future research, making the program accessible to all disciplinary backgrounds. At UNG, undergraduate research is defined as "an inquiry or exploration conducted and disseminated by an undergraduate student that makes an intellectual or creative contribution to the discipline or to applied practice."

FUSE seeks to support teams of faculty and students conducting focused and meaningful research, scholarly and creative activities from **June 3 – July 26, 2024.** Funded applications will offer a $4000 faculty stipend, up to $500 for materials, and the ability to hire a student researcher for 8 weeks at 40 hours a week (the required FUSE meetings count toward student work hours; student researchers must have a graduation date of December 2024 or after). Faculty may alternately hire two researchers at 20 hours each a week for 8 weeks.

To comply with hiring practices, the FUSE application is two-step. Faculty will first apply for funding without identifying any student collaborators. Faculty who are chosen to participate in FUSE will then work with the CURCA and Human Resource office to do a job search for their student researchers. Therefore, in addition to the traditional FUSE application, faculty will also include a brief position description for potential research assistants. Please note that only full-time faculty members are eligible.

The deadline for receipt of proposals is **Monday, February 12, 2024 by 11:59 pm**. Please see the Proposal Format below for specific application guidelines. All submissions should be uploaded via InfoReady: https://ung.infoready4.com/

GUIDELINES AND PROGRAM INFORMATION

- The 2024 program runs from **June 3 – July 26, 2024.**
- **Important: Faculty should not identify a research student prior to being selected as a participant. Applications which include a student name will be disqualified.**
- As a general reminder, faculty may not earn more than 27% of his/her academic salary during the summer 2024 session. It is expected that students will spend an average of 40 hours a week working on the research project. Student FUSE participants may matriculate for a maximum of 4 course hours for each particular session spanned by the FUSE program.
- All FUSE participants will meet 4 times during the program to discuss the progress of their research and creative projects. This year, group meetings are tentatively scheduled to meet in-person on June 13, June 27, July 11, and July 25 from approximately 10:00 am – 1:00 pm with in-person student workshops beginning on June 6 and continuing on the off-weeks until the final poster presentation on July 25.

- If working with human participants and/or personal data, the faculty should be actively seeking an IRB approval/exemption at the time of submitting a FUSE application since the process can be lengthy. If awarded a FUSE grant, the IRB approval/exemption must be emailed to curca@ung.edu before purchases can be made and staff hired. (*Note that all FUSE applications may be reviewed by the Assistant Director for Research Integrity to confirm IRB requirements*)

- **As a condition of acceptance, Faculty and Students are required to**:
  1. Adhere to all Human Resources and Purchasing regulations.
  2. Faculty are required to attend all group meetings, and students are required to attend all meetings in-person (group and student workshops).
  3. Complete the FUSE 2024 survey within two weeks of the end of the FUSE 2024 program.
  4. Must submit a post-award report summarizing the outcomes and products of the funded project within one year of the end of the FUSE 2024 program.
  5. Present results at the UNG Annual Research Conference (ARC), another CURCA-sponsored event, or a disciplinary conference or event within one year of the award.

Applicants are encouraged to <u>review the FUSE Rubric</u> in order to learn more about creating successful proposals (located on InfoReady). Please email CURCA@ung.edu with any questions.

PROPOSAL FORMAT – upload sections I-IV as separate files in InfoReady.

I. Project Narrative (3 pages max for elements below; please include references in footnotes. Format: Times New Roman 11-point font; 1 inch margins, single spaced. **Longer proposals will not be scored**. Please see rubric for more information and scoring formula.)

- **Project Description**. Include a clear overview of your project, including methodology and originality. Since a faculty committee with diverse backgrounds will review proposals, the proposal narrative should be scholarly but accessible to people outside the particular field.

- **Significance**. Include an explanation of how the proposed work fits into the broader research or creative field at the regional, national, and/or international level.

- **Long-term Contributions to UNG.** Describe how your project will impact the undergraduate research culture at UNG. Evidence of positive impact includes using FUSE as a pilot project for future undergraduate research in the classroom, in a stand-alone lab, outreach activities, etc.

- **Plan for faculty-student collaboration and mentorship**. Include a brief description of the expected schedule of student-faculty meetings or interactions during the program and how these will facilitate the progress of the project. Also include how the faculty member will mentor the student to maximize the chances of his or her success during the program and beyond. Faculty participation should result in projects that meet the scholarship expectations described in the departmental promotional and tenure guidelines.

- **Goals and expected products**. Provide a brief description of the goals of the project or activity and the final product(s) expected at the end of the funding period. Examples of products include: presentations at local, regional, or national academic conferences, or to community or business partners; exhibition of the work produced; a publication; or a grant proposal.

- **Timeline.** Proposals must also include a brief timeline for accomplishing the goals and expected products of the project. Certain products, such as presentations at conferences or shows, may extend beyond the timeframe of the FUSE 2024 summer program.

II. **Budget.** A detailed budget including all categories of expected expenditures must accompany the proposal. **The maximum amount of funding for materials is $500**. Travel is only allowable if it is directly related to completion of the project. Expenditures outside the proposed budget are not allowed without prior approval. <u>All purchases must be completed by the 30th of April, 2024</u>.

III. **UNG Staff Template for Student Researcher Job description**
- Please fill out "General Summary," "Duties and Requirements," "Required Job Specifications" and "Home Campus Location sections" on the downloadable **UNG Staff template** form found on InfoReady and attached at the end of this solicitation. (Applicable sections are highlighted).

IV. **Productivity and Development of previous CURCA funded projects (2 page max. This section will be evaluated by the CURCA administrative team)**
- *Note: this section is only for those who have been previously funded by CURCA*
- Include a brief summary of previously funded CURCA projects. Please list each project's title and the dates of funding. Include project's stated goals.
- Please refrain from including your name in reference to previous grants.
- List products stemming from any project previously funded by CURCA (i.e., presentations, publications, etc. please see the scoring rubric for more examples of products).
- Clarify how your current FUSE proposal builds off of, extends, and/or differs from other previously funded CURCA projects (e.g., if your work is an extension of a previous project, please explain in what ways the new project differs/what new methodologies are used/what new findings are expected, why the CURCA funding is necessary as opposed to external funding)
- Note that while CURCA may support continuing research, we want to see the evolution of a project. Proposals that are entirely the same or only slightly amended to prior **CURCA** applications are less competitive. We understand that projects may have continuing iterations, but we need to see how this new project differs from the previously funded one(s). We are unable to fund projects that are exactly the same as a previously funded project. Instead, explain what you accomplished with the first grant, why the current grant is necessary to extend your work, etc.

V. **Certifications (Applicants will certify the following in InfoReady via digital signature):**
- I have discussed my application with my department chair, and he/she understands the requirements should I win. I certify that I will not earn more than 27% of my academic salary during the summer 2024 session.
- I am committed to mentoring an undergraduate student on a continual basis during the period of the FUSE 2024 program. I will ensure student(s) involved in my project present at either UNG's Annual Research Conference or another professional conference within one year of funding.
- If I am working with human participants and/or personal data, I am actively seeking an IRB approval/exemption. Before purchases can be made and staff hired, an IRB approval/exemption needs to be obtained.

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- I understand I am required to attend all group meetings in-person, and students are required to attend all meetings in-person (group and student workshops).
- I will complete the FUSE mentor survey within two weeks of the end of FUSE.
- **I will submit a post-award report summarizing the outcomes of the project (typically one year post-grant). Failure to do so may affect future funding from CURCA.**

FUSE 2024 Workshop (virtual):

Wednesday, January 31 at 12 pm via Zoom

We encourage faculty to attend the FUSE workshop to better prepare their applications.

Zoom link: go.ung.edu/curcazoomroom