

PENN STATE BEHREND
UNDERGRADUATE STUDENT SUMMER RESEARCH FELLOWSHIP PROGRAM

INSTRUCTIONS FOR SUBMISSION

Submit one copy of this application form together with two copies of the narrative portion of the proposal via your cooperating faculty member(s) to your School's office. The deadline for submission to your school director is February 13, 2009. The narrative portion of the proposal should follow the format on the following pages.

TO THE SENIOR ASSOCIATE DEAN:

I hereby request approval for a Penn State Behrend Undergraduate Student Summer Research Fellowship titled:

Name: _____

It is my understanding that approval of the project is contingent upon the availability of research funds. I also understand that the attached budget sheet is a request and the actual fiscal support for the project will be reviewed by the senior associate dean.

Signature of Applicant _____

Signature of Cooperating
Faculty Member _____

Date of Submission _____

NOTE: This request **must** be submitted through the applicant's school director and senior associate dean for their signatures.

_____ Approval Recommended

_____ Approval Recommended

_____ Approval Not Recommended

_____ Approval Not Recommended

(School Director) (Date)

(Senior Associate Dean)(Date)

**PENN STATE BEHREND
UNDERGRADUATE STUDENT SUMMER RESEARCH FELLOWSHIP PROGRAM
FOR 2009**

The purpose of this program is to encourage and support undergraduate research opportunities.

Proposals must be developed in conjunction with a member of the Penn State Behrend faculty.

Proposals must be submitted to your school director via your cooperating faculty member on or before February 13, 2009. Awards will be announced after February 27.

Research funding is limited to \$1,200 per student and projects should be designed for completion between May 1, 2009 and August 31, 2009.

1. **ELIGIBILITY:** Four-year Penn State Behrend majors.
2. **CRITERIA:**
 - scholarly merit
 - potential to expand undergraduate educational experience
 - relevance to cooperating faculty member(s) research activities
 - due to the increased number of requests for grants, proposals that are not completed in accordance with these guidelines will not be considered
3. **BUDGET:** (Use the attached form)
 - wages (do not include benefits)
 - supplies
 - travel related directly to the research (but not conference travel)
 - payment of human subjects
 - copying/printing
 - other costs
 - housing (special rates may be available)
4. **REVIEW:** Prior to forwarding to the senior associate dean, school directors should arrange for the review and priority ranking of proposals within their school.

Prioritized submissions should be forwarded to the senior associate dean no later than February 20, 2009. Proposed budgets should be checked for accuracy and consistency with guidelines (see budget section) before being forwarded. Awards will be made on a collegewide competitive basis.

5. **FORMAT:**

Title Page: Including Undergraduate Student Summer Research Fellowship Program for 2009 at the top; title of proposed research; name, local and e-mail addresses, and phone number of student investigator(s); name of cooperating faculty member(s) and rank(s); school affiliation; and date.

Abstract: Limited to 200 words or less describing the research, its importance, and anticipated outcomes.

Introduction: Limited to one page, including background information with appropriate references and the objectives of the proposed research.

Problem Statement and Research Plan: Provide a clear statement of the problem being addressed and how you propose to approach the problem to meet your objectives.

Anticipated Outcome(s): State the potential value or significance of the proposed research.

Budget: Provide a clear, detailed accounting of anticipated expenditures; this should not exceed \$1,200 and should follow the format on the attached *Undergraduate Research Budget* sheet.

Resume: Provide a one-page summary of your background and relevant experience. Include your local and e-mail address, and phone number.

The proposal, including all those items listed above, should not exceed nine double-spaced pages.

6. **REPORTING:** A written accounting of your research program should be forwarded to the senior associate dean on or before December 11, 2009. The report should follow the format outlined on the attached *Undergraduate Student Research Project Final Report* sheet.

7. **UNDERGRADUATE CONFERENCE:** All students receiving grants are expected to participate in the Undergraduate Research and Creative Accomplishment Conference. Abstracts must be submitted in accordance with the guidelines stated in the Call for Abstracts. The conference is held in April of each year. Participation can include poster or oral presentations.

UNDERGRADUATE RESEARCH BUDGET

**CATEGORY	DETAILS	AMOUNT
Wages (rate and # of hours)		
Supplies (list major items)		
Travel (related directly to project)		
Copying/Printing		
Payment of Human Subjects		
Other		
Total		

****Please note that summer student researchers receive a reduced summer housing rate through Housing and Food Services.**

**PENN STATE ERIE, THE BEHREND COLLEGE
UNDERGRADUATE STUDENT RESEARCH PROJECT
FINAL REPORT**

DO NOT SUBMIT THIS REPORT WITH YOUR PROPOSAL

This report is to be submitted electronically to the senior associate dean
at RWL2@psu.edu on or before December 11, 2009

DATE:

PROJECT TITLE:

STUDENT RESEARCHER(S) AND SCHOOL:

AFFILIATED FACULTY MEMBER(S):

ABSTRACT (please describe the problem addressed, the approach, and any significant results):