Honors Summer Undergraduate Research Program (HSURP)

Tentative Program Dates - Thursday, May 22 to Friday, July 21, 2017

(Faculty Proposals - Priority Deadline - Monday, January 9, 2017)

Important Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 9</td>
<td>Priority deadline for faculty to submit summer research proposal (Others will be reviewed on a rolling basis)</td>
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<td>January 31</td>
<td>Faculty notified of proposal acceptance</td>
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<td>February 6</td>
<td>Research projects advertised to students</td>
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<tr>
<td>March 13</td>
<td>Application deadline for students</td>
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<td>March 20-31</td>
<td>Faculty review student applications, conduct interviews, and rank top 3 applicants</td>
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<td>April 3</td>
<td>The Honors College notifies students about their acceptance</td>
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<td>April 14</td>
<td>Deadline for students to accept the offer to participate in HSURP</td>
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General Information:

- VCU full-time faculty members of any rank and discipline may serve as a mentor.
- HSURP runs for 9 weeks during the summer (Tentative dates are May 22 to July 21, 2017.
- We understand that not all disciplines are created equally with their research requirements and expenses. Thus, the Honors College understands that the number of student research hours may vary week to week. However, students are expected to conduct research on average for twenty to thirty hours per week. Additionally, students may not work more than 40 hours a week and a time-sheet must be submitted to the Honors College on a weekly basis.

Research Proposals:

The Honors College places high value on evidence of the following areas when reviewing the proposals:

- **The quality of the proposed research project:** it is imperative that students are engaged in research activities and not administrative tasks (e.g., filing, washing lab equipment).
• Anticipated student learning outcomes should be clearly stated in the proposal.
• The student will receive training in research techniques and methodologies that could eventually allow the student to undertake more independent research, such as senior thesis or graduate/professional school study.
• The student will regularly be engaged with the larger research question relating to his/her specific research tasks (e.g., what’s the big picture, what the purpose of the project is, new knowledge being created by the student).
• The extent to which the project involves collaboration among faculty and students, particularly across academic units and/or disciplines.

Research Proposals should contain the following:
A. Project goals/description
B. Methods the student will utilize to achieve research goals
C. Role of the faculty mentor
D. Role of the student (i.e., what the student will do for at least 20 hours per week).
E. Demonstrated outcomes with respect to what the student will learn and how mentoring an undergraduate student will be beneficial in advancing the mentor’s research agenda.

Deadline for Research Proposals:
To allow sufficient time for informing students about summer research projects, proposals received by January 9, 2017 will receive priority consideration. Proposals received after that date will be considered depending upon space availability.

Faculty Compensation:
9 Month Faculty Stipend: Faculty will receive a $500 stipend. The stipend will be transferred to the home department of the faculty member. Additionally, each faculty member must receive approval from their department chair to serve as a faculty mentor for HSURP.

Student Interviews and Selection:
The Honors College will advertise the research projects and collect student applications. However, it is the responsibility of the faculty mentor to interview the applicants and rank their top candidates. The
interview is an opportunity to ensure that the applicants understand the project requirements and that the faculty mentor selects an applicant that is appropriate for the research position. Additionally, the Honors College reserves the right to not accept an applicant on the basis of academic or disciplinary sanctions brought forth by VCU.

Students may apply for up to three research positions in HSURP. Additionally, many honor students will be very competitive and receive multiple offers to participate in summer undergraduate research experiences at VCU and other institutions. Therefore, there are no guarantees that a research position will be filled based only on the Honors College’s acceptance of a proposal. Further, faculty members are encouraged to identify honor students who may be well suited to fill their research positions and encourage them to apply. All interviews and student selections must be made prior April 1, 2017.

Faculty mentors should not inform students that they have been selected to participate in HSURP - an official letter will be sent by the Honors College to selected applicants. This will help to ensure that students understand the requirements of both their faculty mentor and that the student is in good standing with the Honors College.

Additional Information Regarding Students:
- In order to participate in HSURP, the student must be a member of the Honors College.
- Students will be provided with a $2,000 stipend and are eligible for on-campus housing.
- Students are expected to attend weekly research or professional development workshops. These workshops are intended to enhance the students overall learning experience and not interfere with the students’ research responsibilities.
- The faculty mentor and student researcher should prepare a plan outlining expectations and responsibilities for the student after the 9-week period of HSURP (e.g., assisting with completing the research, scheduling regular meetings, preparing the student for presentations).

Additional Information Regarding Faculty:
- Each faculty mentor is expected to complete an evaluation of HSURP at the end of the program.
- Depending upon funding, up to twenty research projects will be selected.
- Please, consult with your fiscal administrator.
  - All full-time faculty members are eligible for compensation via a BTE transfer for educational supplies to their departments 2 ledger index. If the department does not
have a 2 ledger index, then it is not possible for the Honors College to transfer funds to the department.