

Provost's 2023-2024 Academic Year Student-Faculty Undergraduate Research/Creative Inquiry Award Program Guidelines and Application

Specific projects for which funds may be awarded are subject to any continuing Pace University COVID-19 safety protocols and requirements

Deadline to apply—Thursday, August 31, 2023

Program Description: This university-wide, academic-year research grant program is for undergraduate students who are entering their sophomore, junior, or senior year in September 2023. It is designed to support research and artistic projects that have evolved from coursework and research/artistic settings and will benefit from further in-depth development through sustained student work and faculty mentoring. *The goal of this program is to support independent, faculty-mentored undergraduate research or artistic projects that are not fulfilling course or degree requirements. For example, this award cannot support senior capstones and Honors College theses.*

Timeline: Project proposals are for the full 2023-2024 academic year (both Fall 2023 and Spring 2024 semesters).

Award Structure: Full academic-year student awardees (both Fall 2023 and Spring 2024) receive a stipend of \$1,500 to be paid in four installments of \$375. Faculty mentors receive a \$500 stipend payment for the two-semester, academic-year project to be paid in two \$250 installments. Faculty may sponsor a second student or student group project but due to funding limitations, faculty are eligible for only one \$500 stipend per award cycle.

Requirements: Students are required to:

- a) attend a program orientation, and subsequent check-in meetings
- b) meet all university research requirements that include:
 - Submitting Institutional Review Board (IRB) approval for research involving human subjects
 - Submitting Institutional Animal Care and Use Committee (IACUC) approval for research involving animals
 - Submitting Pace legal consent forms completed for any research artistic projects which include identifiable images and/or interviews as part of the projectIRB or IACUC approvals and completed consent forms must be submitted to award supervisory staff.
- c) verify that the grant award will support an independent research or artistic project that is outside assigned coursework, and is not fulfilling an academic requirement such as the senior capstone or Honors College thesis
- d) work part-time on their research or artistic projects
- e) participate in monthly research webinars
- f) participate in regular check-ins with their faculty mentor no less than twice a month
- g) write four reflections about the research experience
- h) present at Undergraduate Research and Creative Inquiry Day in May
- i) submit a research paper or artistic project as the program concludes

Eligibility: Applicants must meet the following criteria:

- be full-time undergraduate students at Pace University
 - be entering their sophomore, junior or senior year in Fall 2023
 - have successfully completed introductory courses in the proposed project field
 - meet a minimum 3.0 QPA (overall quality point average)
- Any exception to academic eligibility requirements must be addressed in both the student application and faculty recommendation.

Evaluation: Faculty from across the schools and colleges review student submissions based on the following criteria:

- Scholarly merits of the proposal
- Overall quality, organization, and clarity of the student-written proposal
- Student role is specified in the faculty-mentored research or creative project
- Student goals are relevant to research project
- Mentoring commitment for a supportive learning environment
- Contribution of the project to the student's discipline or field of study
- Feasibility of the project outcomes
- Potential for external presentation and/or publication

Application Instructions: Submit a complete application consisting of the following components:

- Application Form *with required signatures or approvals by email*
- Personal statement (up to 500 words) that explains the student's reasons for applying to this program and how the student's career plans connect to the proposed project. Include any prior research or practical experience related to the proposed project and/or field of study.
- Abstract (up to 500 words)--An abstract is a succinct project summary and should explicitly address the following *from the student's perspective*:
 - 1) identify the challenge/problem you are seeking to explore/solve
 - 2) place proposed project in context by briefly referencing previous scholarly/artistic work in this area
 - 3) briefly explain fundamental terms or information needed to understand the project
 - 4) explain the approach or methodology for the research or artistic project
 - 5) address what will be accomplished -- the projected research or artistic outcome
- Student resume
- An *unofficial student transcript* that can be accessed at MyPace Portal
- Letter of recommendation from the faculty mentor
This letter must describe the student role in the proposed project, expected outcomes, and a commitment from the faculty member to mentor the student throughout the project period.

APPLICATION FORM
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Undergraduate Research/Creative Inquiry Award Program
Deadline to apply—Thursday, August 31, 2023

Academic Year 2023-2024—For both Fall 2023 and Spring 2024

Student Name: _____ U#: _____

Pace E-mail: _____ Class Year in Fall 2023: _____

Personal E-mail: _____ QPA: _____

Phone Number: _____ Full-Time Student: Yes | No

Student College/School: _____

Student Major (and Minor if applicable): _____

List introductory courses taken in the project field: _____

Faculty Mentor: _____

Mentor E-mail: _____

Mentor Department and College/School: _____

Department Chair: _____

Department Chair E-mail: _____

Project Title: _____

Student submits: Application Form, Personal Statement, Abstract, Resume, and Unofficial Transcript

Faculty Mentor submits: Letter of Recommendation

I have read and agree to the terms outlined in the Guidelines for this program.

Student: _____
(Signature)

Date: _____

Faculty Mentor: _____
(Signature or email approval)

Date: _____

SUBMIT COMPLETED APPLICATION AND LETTER OF RECOMMENDATION TO
undergraduateresearch@pace.edu
NO LATER THAN THURSDAY, AUGUST 31, 2023

For questions contact:
Norma Quiridumbay, CURE Director of Operations at nquiridumbay@pace.edu
Maria Iacullo-Bird, Ph.D., Assistant Provost for Research at miacullobird@pace.edu