



THE FLORIDA STATE UNIVERSITY  
DIVISION OF UNDERGRADUATE STUDIES  
*Center for Undergraduate Research and Academic Engagement*

# FLORIDA STATE UNIVERSITY



## Undergraduate Research & Creative Activity Awards and the Mentored Research and Creative Endeavor Awards

**PURPOSE:** The Florida State University Undergraduate Research and Creative Activity Awards (URCAA) and Mentored Research and Creative Endeavor Awards (MRCE) foster directed research and creative opportunities for undergraduate students in all disciplines at FSU.

**URCAA AWARD DESCRIPTION:** Selected applicants will receive a summer stipend of \$4000 to carry out their proposed research or creative project for twelve weeks under the direction of a supervising professor. Funds may be used for living expenses, materials, and/or travel. Project must be culminated in oral presentation at the annual [President's Showcase of Undergraduate Research Excellence](#) in Fall 2015.

**MRCE AWARD DESCRIPTION:** The MRCE has the same requirements and procedures as the URCAA, but offers a \$1000 award instead of \$4000, and culminates in a poster presentation rather than an oral presentation at the [President's Showcase of Undergraduate Research Excellence](#) in Fall 2015.

**ELIGIBILITY:** All undergraduate students are eligible to apply (with a supervising professor) provided that they:

- Are enrolled at FSU at the time of application
- Will have completed at least 12 credit hours at FSU before initiating the research or creative activity
- Will return to FSU as an undergraduate the fall following the summer research or creative activity period

**TIMELINE:** Application Deadline: January 28, 2015; Awards announced by March 16, 2015

**SELECTION CRITERIA:** Selection criteria include the student's academic record and achievement, initiative, expression of academic and career interests, and the project's feasibility and intellectual merit.

**REPORTING:** Recipients will be required to submit progress reports during the summer and to present their work at the [President's Showcase of Undergraduate Research Excellence](#).

**APPLICATION CHECKLIST AND PROCEDURES:** Applications are available online at <http://cre.fsu.edu/Students/Research-Funding-Awards> and are due by 4:00 pm on January 28, 2015:

- Completed Application Form
- Project Proposal (800 words, use template document available in online application)
- Personal Statement (500 words, use template document available in online application)
- Two Letters of Recommendation -- one must be from supervising professor. After you submit your reference information, professors will be sent an automatic email with instructions and a link to upload the letter. See instructions below for details.

# Instructions

## APPLICATION FORM

Application forms are available online at <http://cre.fsu.edu/Students/Research-Funding-Awards>

## PROJECT PROPOSAL (800 Words)

Present a plan for a project that you will pursue over the summer. Your proposal should describe the problem to be investigated, the hypothesis to be tested, or the creative endeavor to be undertaken, and include a timeline and methodology. Describe how you chose your supervising professor and how you expect to work with him/her.

## PERSONAL STATEMENT (500 Words)

Describe how you became interested in this topic and any experiences that you believe have prepared you to undertake this project. You should also discuss how your research project relates to your graduate school, professional school, or career goals.

## PROPOSED BUDGET (250 Words)

Please prepare a budget for your research project (e.g., airfare, food and lodging/living expenses, supplies/materials, visas, travel insurance, pre-trip vaccinations) as an itemized list. Your budget cannot include tuition.

## LETTERS OF RECOMMENDATION

You must submit two letters of recommendation; one must be from your supervising professor. The letter from your supervising professor should describe how your project fits within the field of study, confirm the availability of any necessary equipment or resources, describe the supervision that will be provided, and endorse you as a qualified

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For more information, contact the Center for Undergraduate Research & Academic Engagement at [cre@fsu.edu](mailto:cre@fsu.edu)

applicant. Each supervising professor may typically only endorse one student per application year. In rare cases, a faculty member may endorse two students for the URCAA if the students' projects are significantly different. In addition, a faculty member is permitted to endorse/supervise one student for an URCAA award and another student for a MRCE award. Faculty recommenders can serve as a second recommender for any number of applicants. The second letter of recommendation should attest to your research or creative capabilities and potential. Letters of Recommendation should be submitted via electronic upload. A link will be provided to recommenders once the recommenders' information is submitted to the online application system. If this presents a difficulty, you may drop letters off at the CRE in sealed envelopes. Please make sure to inform your professors/recommenders early so that they will have enough time to upload their letters before the January 28, 2015 deadline.

**Prompt for Faculty Mentor Letter:**

The letter should describe how the student's project fits within the field of study, confirm the availability of any necessary equipment or resources, detail the supervision that will be provided, and describe whether the student is qualified. You may also want to discuss how the student's project will prepare him or her for the next phase of his or her education or career.

**Prompt for Second Letter:**

The letter should attest to the student's research or creative capabilities and potential. Please discuss how the student's project fits within the field of study, describe whether the student is qualified, and how the student's project will prepare him or her for the next phase of his or her education or career.

### **INCLUSION OF HUMAN SUBJECTS (250 WORDS, IF APPLICABLE)**

If your research involves human subjects (as defined by FSU's Institutional Review Board), please identify the participants (e.g., vulnerable populations) you hope to recruit for your project as categorized by FSU's Institutional Review Board. Please outline the methods you intend to use to protect them. Projects subject to IRB review must receive committee approval before data collection begins. It is not expected that you have already submitted an application for IRB approval prior to submitting your application for this summer research award. Your faculty mentor should offer guidance in this process, and IRB offers additional training and assistance.

### **INTERNATIONAL TRAVEL (IF APPLICABLE)**

The Center for Undergraduate Research & Academic Engagement may not be able to fund fellowships to countries listed on the U.S. Department of State's Current Travel Warnings. For more information, visit <http://travel.state.gov>. Recipients travelling internationally for their research must complete the requirements found at <http://global.fsu.edu/policy/index.htm>.

*Applications must be received submitted electronically by 4:00 pm on January 28, 2015.*