



FLORIDA STATE UNIVERSITY PUBLIC SERVICE RESEARCH FELLOWSHIP

PURPOSE: The Public Service Research Fellowship (PSRF) offers undergraduates fellowships to engage in research on a community problem that directly benefits community-based organizations, programs, and/or specific community groups in a domestic or international setting.

The PSRF program was created to empower students to use research or a creative endeavor to improve the lives of others in need. The program also serves to address the research-training needs of undergraduates and the research needs of community-based organizations. Generally, the end result of these fellowships should be a research report, presentation, or creative project that specifically addresses a community problem and helps the partner community organization in its efforts to address that problem.

AWARD DESCRIPTION: Students may apply as individuals or groups. Individual applicants will receive **up to a \$4,000 stipend** and groups will receive **up to a \$5,000 stipend** to carry out their proposed research for eight to twelve weeks under the direction of a supervising professor. Funds may be used for living expenses, materials, and/or travel.

PSRF students work, under the direction of a faculty mentor, directly with a community-based organization based within the U.S. or internationally. Students should reach out to a community-based organization to determine the organization's research needs for the project proposal. Research must occur in the context of a community setting such as a community-based organization, human service organization, faith-based organization, or a related non-profit organization, and the project must benefit the organization and community.

Many community-based research projects take the form of a needs assessment, program evaluation, data analysis, or documentary research and can employ a variety of research methods. Research or creative endeavors may also lead to academic publication with the

supervising professor and/or directed individual study (DIS) credit for the student during or immediately after the fellowship summer.

Examples of community-based research done by undergraduates:

- Using Community Gardens to Address Inequitable Food Access Among Low-Income Populations
- Water for Students by Students: A Community Needs-based Assessment and Water Filtration Installation Project in the Adaklu District, Ghana
- Art for the Visually Impaired: Investigating Gallery and Artistic Practices for Disabled Audiences
- Using the Barrier Analysis Tool to Identify Determinants that Influence Dental Hygiene: A Case Study of 10-14 Year Olds in Nandaime, Nicaragua
- The Housing Crisis: An Art and Mural Project with Home-Insecure Girls at the PACE Center
- Applicability of Microfinance and Business Training Within the Latino Community
- Can Export Commodities Lead to Sustainable Development in East Africa?
- Family Planning in Senegal and Mali: Muslim Women's Decision-Making Process

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 fellowship 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, the project's feasibility and intellectual merit, and the possible benefits of the project to the community in question.

REPORTING: Recipients will be required to submit progress reports during the summer and to present their work at the Fall 2015 [President's Showcase of Undergraduate Research Excellence](#). Following the fellowship summer, recipients must provide their research findings to the community-based organization in the format the organization desires (e.g., an oral presentation, a summary report).

APPLICATION CHECKLIST AND PROCEDURES: To apply, please complete the online application found at <http://cre.fsu.edu/Students/Research-Funding-Awards> by 4:00 pm on January 28th, 2015. The online application requires a project proposal, personal statement, and proposed budget. The application also requires two letters of recommendation: one must be from a supervising professor (groups will have the same letter from the project's

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supervising professor). Recommenders will get an email with a link to submit letters. **Please make sure to inform your professors/recommenders early so that they will have enough time to upload their letters before the 1/28/15 letter deadline.**

Applicants should reach out to the community-based organization before applying for the fellowship to inquire about the organization's research needs and discuss arrangements for conducting the research or creative endeavor. **Applicants must upload to the online application a short letter or email from the community-based organization or someone within the community where the research will be conducted. The document serves to verify that the organization exists and that the organization agrees to have the research/creative project conducted.**

FINALISTS: Finalists for the award will be required to interview with the faculty selection committee.

DISCLAIMER: Participants are solely responsible for their actions and activities for the duration of the fellowship experience, which includes any additional expenses, risks, or results associated with such actions or activities.

TRAVEL: The Office of Undergraduate Research 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>. Recipients may also have to submit an application to FSU's Institutional Review Board "IRB" for ethics clearance found at <http://www.research.fsu.edu/humansubjects/>.

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**FLORIDA STATE UNIVERSITY
PUBLIC SERVICE RESEARCH FELLOWSHIP APPLICATION INSTRUCTIONS**

APPLICATION FORM

Applications will be available at: <http://cre.fsu.edu/Students/Research-Funding-Awards>.
Use template document available on award login page.

PROJECT PROPOSAL (800 word limit)

Present a plan for a project that you will pursue over the summer. Your proposal should describe the problem to be investigated and include a timeline. Describe how you chose your supervising professor and community-based organization and how you expect to work with both parties to execute the research. The proposal should also outline the community organization's research need and how your project will address this need, as well as the organization's willingness to have you execute the research.

Group Projects: If you are applying as a group project, each member must submit a separate application. However, the project title, project proposal, and proposed budget must be the same for each applicant. If the group plans to have a prearranged division of labor for aspects of the project, please outline the details of the arrangement in the proposal.

PERSONAL STATEMENT (500 word limit)

Please describe how you became interested in this topic and any activities 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.

Group Projects: This should be unique for each applicant.

PROPOSED BUDGET (250 word limit)

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.

Group Projects: This should be the same for each member of the group.

LETTERS OF RECOMMENDATION

You must upload 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,

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describe the supervision that will be provided, and endorse you as a qualified applicant. Each supervising professor may only endorse one project application per application year. The other recommendation should attest to your research capabilities and potential and should be from a faculty member or professional working in a research-based context. Links to upload the letters will be automatically sent to the faculty members you list on your submitted application.

Group Projects: Group applications should have a common letter from the project's supervising professor. The supervising professor is endorsing the project as a whole. However, each group member must have one unique letter from a separate recommender, which can come from a faculty member or a professional working in a research-based context.

* Faculty members will submit these letters electronically to the link provided to them in an automatic email when you submit the application. Letters are due 1/28/15. If there is an issue with electronic submission, you may turn them in in sealed envelopes to the CRE.

Please make sure to inform your professors/recommenders early so that they will have enough time to upload their letters before the 1/28/15 letter deadline.

LETTER FROM COMMUNITY-BASED ORGANIZATION PARTNER

Applicants must upload a short letter or email from the community-based organization or someone within the community where the research will be conducted. The letter or email serves to verify that the organization exists and that the organization agrees to have the research conducted. Please upload this letter electronically via the link provided in the application. You may use a screen shot or PDF of an email from the organization if a letter is unobtainable.

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, however, 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.

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