Cover page and guidelines for

2015 Summer Research Award in the Arts, Humanities and Social Sciences
To be submitted to Associate Dean Sunil Kukreja, Jones 212, by 5:00 p.m. on March 10, 2015

Name:___________________________________________________ UPSID: ________________
CMB _______________ E-mail Address: ________________________ Major _____________________
Telephone: __________________________ Class Standing (# units earned) _____________________
Faculty Research Supervisor: __________________________________________________________
Research Project Title ________________________________

_____ Check here if you want to be considered for the Richard Bangs Collier Scholar Award
http://www.pugetsound.edu/academics/academic-resources/student-research--travel-award/summer-research-grants-in-the/. Checking this option does not exclude one from being considered for a University Summer Scholar award.

_____ Check here if you want to be considered for the Delta Phi Award Be sure to include the additional application materials as explained on the webpage, http://www.pugetsound.edu/academics/academic-resources/student-research--travel-award/summer-research-grants-in-the/.

Member of Delta Phi? (circle): Yes No

Does your research involve the use of human participants?  Yes__________  No__________

If yes, please see http://www.pugetsound.edu/academics/academic-resources/student-research--travel-award/student-irb-information/ to determine whether your research will require “full IRB review,” is eligible for “expedited review,” or is “exempt” from review.

- If exempt, please include a statement of exempt approval status from your departmental IRB designate as described in this checklist, http://www.pugetsound.edu/academics/academic-resources/student-research--travel-award/student-irb-information/.
- If requiring expedited or full board review, please include a copy of all completed and approved IRB materials, or evidence of where you are in obtaining IRB approval, with your Summer Research Award application.
- If your research will be conducted in a foreign country, your approval will require the signature of the IRB chair, regardless of its IRB review status.

Does your research involve the use of non-human vertebrate animals?  Yes__________  No__________

If yes, please see Student Project Animal Use Protocol instructions at: http://www.pugetsound.edu/gateways/faculty-staff/institutional-animal-care-use/.

Please include a copy of the IACUC approval letter, or evidence of where you are in obtaining approval, with this application.
Does your research involve travel outside of the United States?  

Yes__________  No__________

If yes, contact Director of International Programs Roy Robinson at ext. 3653 to make an appointment to discuss your travel plans and receive instructions concerning all documents that must be completed as part of your research grant application. Please have the Director sign below to verify the completion of all needed documentation.

- Name of country if applicable: ________________________________

- The University of Puget Sound does not support travel to countries currently on the Department of State’s travel warning list and on the Centers for Disease Control’s travel health warning list.

As the project advisor, I approve this student’s research proposal and will advise this student’s project during summer 2015.

Faculty Research Advisor's Signature ______________________________________ Date _________

Roy Robinson, Director of International Programs __________________________________ Date _________

(to verify completion of documents for students traveling outside the U.S.)

Submit one copy of the completed application to:
Associate Dean Sunil Kukreja, Jones 212, by 5:00 p.m. on March 10, 2015.

Checklist for a complete application

Cover Page, with all signatures _______
Summary of Project _______
Description of the work (no more than 3 pages) _______
Letter of Recommendation from Puget Sound faculty member _______
Puget Sound transcript (unofficial is acceptable) _______
IRB or IACUC approval (if necessary) _______
Travel documentation (if necessary) _______
Delta Phi application materials (if necessary) _______

If selected for an award, I agree to participate in the fall Arts, Humanities, and Social Sciences Symposium and provide the required reports to my faculty supervisor and to the Associate Dean no later than September 24, 2014. I understand that failure to do so will result in a hold being placed on my transcript and diploma until acceptable reports are submitted.

If selected for an award, I understand that my name, grant, research title, one-paragraph summary submitted with the application, advisor’s name, and academic major may be released to newspapers or individuals in connection with university communications about the summer research program.

Student's Signature __________________________________________ Date _________
1) A complete application for the 2015 Summer Research Awards will contain the following:

   a) **Cover Page.**

   b) **Summary of the project** (one paragraph) in language appropriate for readers who are not specialists.

   c) **Description** (no more than three pages, single spaced, 12 pt. font) of the work to be done. Remember that the proposal may be reviewed by persons outside the field of study, so it is important to provide sufficient background to enable a non-specialist to understand the nature, significance, and methods of the proposed research. The description must include a:

      i) plan outlining the question to be investigated and the student’s approach to the problem in the context of existing approaches in the field. (If applying for the Richard Bangs Collier Award also include a statement about the interdisciplinary nature of the project).

      ii) statement of the project’s goals and explanation of why this research is important.

      iii) description of the educational training, coursework, or other relevant experiences that have prepared the student for this project.

      iv) bibliography or list of data or materials to be consulted.

      v) description of how you will maintain contact with your project advisor in person and/or by email if you plan to conduct your research away from campus.

   Notes:

   • The additional materials required for those applying for a Delta Phi award do not count as part of the 3 page limit.

   • Limited supporting materials such as illustrations and appendices may be attached. The strongest proposals show evidence that the applicant has already done preliminary work on the project. Visual or performance arts proposals may include one CD or DVD containing representative examples of your work.

   d) **Letter from a University of Puget Sound faculty member** with appropriate expertise who will serve as supervisor of the project. The letter should speak to the merits of the proposal as well as to the qualifications of the student applicant.

   e) **UPS transcript** (may be official or unofficial) and transcripts of other university work, if relevant. A Cascade printout of grades will not suffice as a transcript. Please obtain a transcript from the Registrar’s office.

   f) If applicable, **IRB, IACUC, and travel documentation. Important information about IRB and IACUC projects:** If your project requires IRB or IACUC committee approval, it is your responsibility to submit your protocol in time to be reviewed and approved before the last IRB or IACUC committee meeting of the Spring semester. Stipends and supplemental funds may not be released for projects that have not secured review board approval before beginning the project. The approval document must be on file in the Associate Deans’ Office prior to beginning research and data collection.

2) **Proposal Evaluations**

A minimum of two reviewers evaluate each proposal. Reviewers assess the quality of each proposal, the feasibility of the project, and the academic background of the student researcher.

3) **Proposal Rankings**

Following review, proposals are ranked by a committee of faculty members from the arts, humanities and social sciences. In considering the comparative merits of proposals from several disciplines, the committee will also consider how the available pool of funds can best be used to advance the greatest number of meritorious projects that
are in keeping with the program’s intent. The university will maintain flexibility in administering grants, in recognition of the fact that equally deserving projects may present quite different structures. The committee will make recommendations to the Associate Dean (acting on behalf of the Academic Vice President), who will review the recommendations, confirm appropriate funding, and make the final awards. In the case of equally ranked proposals, preference will be given to students who have not previously had a summer research award.