Cover page and guidelines for
Summer Research Award in the Arts, Humanities and Social Sciences
To be submitted to Associate Dean for Experiential Learning and Civic Scholarship Renee Houston,
Jones 212, by 5:00 p.m. on March 9

Name: _______________________________  UPSID: __________________
Email 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.
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 Agricola Scholar Award.
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.
Member of Delta Phi? (circle):  Yes  No

Does your research involve the use of human participants?  Yes ________  No ________
If yes, please see the Student Research Involving Human Participants page 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 the Investigator Checklist.

• 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 complete the Student Project Animal Use Protocol Review Forms on the Institutional Animal Care and Use Committee webpage.

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, make an appointment with International Programs Advisor Eowyn Greeno at ext. 2513 to discuss your travel plans and receive instructions concerning all documents that must be completed as part of your research grant application. Please include the advisor’s 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 2018.

________________________________________________________________________

Faculty research advisor's signature  Date

Eowyn Greeno, International Programs Advisor  Date
(to verify completion of documents for students traveling outside the U.S.)

Submit one copy of the completed application to:
Associate Dean for Experiential Learning and Civic Scholarship Renee Houston, Jones 212, by 5:00 p.m. on March 9.

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 Research Symposium and provide the required reports to my faculty supervisor and to the Associate Dean no later than September 21. 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, project title, and program 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
Application Guidelines

1) A complete application for the AHSS 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 in the field.

   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:

   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.

   d) **Letter from a 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) **Puget Sound 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.