



**REQUEST FOR PROPOSALS:
Undergraduate Creative Discovery Scholar and Undergraduate
Research Fall 2024 Scholar Awards
(Deadline for Applications: April 18, 2024)**

President Smith has announced the availability of funds sponsored by his office to continue the University-wide Undergraduate Creative Discovery Scholar and Undergraduate Research Scholar Award program. This program provides students with an opportunity to pursue original creative work, scholarship, or research, under the mentorship of a full-time faculty member. The program is open to **all undergraduates** with a minimum cumulative GPA of 3.0. The awards provide a \$750 student stipend and up to \$1,000 for travel and materials for Fall 2024. A \$750 stipend is provided for the participating faculty mentor for Fall 2024.

ELIGIBILITY REQUIREMENTS

- Applicants must be undergraduates with a minimum GPA of 3.0.
- Applicants must be enrolled at Marshall University for at least 12 hours during the semester which the project is funded.
- Applicants must have a letter of support and sponsorship from a full-time faculty member who is willing to serve as mentor for the project.

PROGRAM CHARACTERISTICS

The student's project can involve research, design, development, field study, creative work, or performance. The project should require a total commitment of 150 hours of the student's time (i.e., 10 hours per week) over the semester. The project will be structured so that the student can produce creative or scholarly output (e.g., a presentation, publication, exhibit, or performance) at the end of the award period.

An important aspect of this program is the engagement of a faculty mentor to oversee the student's effort. After agreeing on a particular project, the faculty member assists the student in writing and submitting a proposal, supervises the student's scholarly activity, and assists in the construction of the student's final project report.

The award is intended to support projects which require both original intellectual and faculty-assisted input from awardees. **Students must be eligible for campus employment.**

DUE DATE- Complete applications must be received by 5:00 pm on April 18, 2024. Please send a .pdf copy of your application by email to plumleya@marshall.edu.

REVIEW OF APPLICATIONS- University Committee chartered by the Provost, composed of a representative from each college, will review the proposals as prioritized by the college of origin and select the projects that will be funded under this program.

NUMBER OF AWARDS ANTICIPATED- 14

ANNOUNCEMENT OF AWARDS- mid-May

APPLICATION REQUIREMENTS

Proposals should be written with minimal use of jargon. Mentors may provide editorial and revision

assistance for student proposals, but they must be primarily the work of student applicants.

The project proposal should not exceed five single-spaced pages. The student's name, college and project title should appear in the header on each page. The appendices and attachments are not included in the length restriction. A letter of support from the faculty mentor is to be submitted separately from the student application. The following format should be followed:

1. Applicant and Mentor Information The title of the project, the student's name, 901#, email address, and major should be provided along with the name, department, email address, and phone number of the faculty mentor.

2. Project Description. This section should consist of a clear layman's description of the project and its importance. Since proposals will be reviewed by faculty with subject matter expertise but not necessarily with direct involvement in the student's proposed area of study, careful consideration should be given to giving a concise description of the "what" and "so what" of the proposal.

3. Methodology. Provide a description of how the scholarly/research topic is to be investigated or the creative activity is to be conducted. What steps are involved? What sources and resources will be used?

4. Independence of the Project. Describe the independent contribution you will make to the research, creative work, or scholarship.

5. Outcomes. Provide a description of the anticipated outcomes associated with the project, e.g., a conference paper, report, journal article, exhibition, performance, or Senior Honors Thesis.

6. Budget. Include a short paragraph describing how the project funds will be used.

7. Appendices, Attachments. If appropriate, the student should include copies of research materials such as questionnaires to be used and any other forms as appropriate. The student application should be submitted as a .pdf document by email to plumleya@marshall.edu no later than 5 PM on April 18, 2024.

8. Faculty Mentor's Letter of Support. The letter of support should not be included in the application package submitted by the student. Instead, the faculty mentor letter of support should be sent by the faculty mentor directly to plumleya@marshall.edu no later than 5PM on April 18, 2024. This letter should include:

- The mentor's assessment of the feasibility, originality and significance of the project;
- The mentor's assessment of the student's ability to conduct the proposed work
- The time the mentor will make available to work with the student;
- A summary of the mentor's involvement in the project. For example, the mentor might help plan the project, assist the student with the proposal, advise along the way in the project's execution and in development of the deliverable.

COLLEGE COMMITTEE EVALUATION CRITERIA-

- Creative or Scientific Significance- 35 points
- Creative or Scientific Originality- 35 points
- Clarity of the Proposal and Methodology-15 points
- Likelihood of the proposed work being accomplished in the time described- 15 points

Top applications from the colleges are then evaluated by the CWSA review committee based on the college recommendations and the clarity of the applications to a non-expert in the discipline.

REPORTING REQUIREMENTS

- Successful applicants will be required to submit a no-more-than five-page report describing their accomplishments by December 13, 2024 to your Dean and CWSA via plumleya@marshall.edu