



Undergraduate Summer Research Program

GENERAL APPLICATION GUIDELINES

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Program Description

The Undergraduate Summer Research Program provides funding and resources to support undergraduate students who are interested in pursuing research projects or scholarly activities related to their field over the summer term. Faculty apply for this program with a team of no less than two to three students. The role of the faculty in the summer program is crucial.

In addition to engaging in a mentored research or creative activity experience for ten weeks the program features the following required opportunities:

- A social event where students can meet and discuss their research and creative projects with their peers and faculty.
- Workshops for students on such topics as applying to graduate school, data analytics, how to write a personal statement and how to give a research presentation.
- A two-day research conference where students will share their research and creative projects findings with the campus community.

If awarded, faculty will receive a stipend of \$5,000, and students will be paid to work 20 hours per week at a \$16.20 hourly rate. Each team will also receive \$500 for research materials which are to be used during the summer. **Students do not need to be identified by the application deadline, however, faculty must select their team by March 24th, 2025. Faculty who are awarded, but do not identify a team by the deadline will forfeit their award.**

For program run dates, please see page 7.

Eligibility

Any full-time faculty member, tenured or tenure-track from any department is welcome to apply. Applications from faculty (and students) who have not participated in the prior year will be given priority, although decisions will also consider space and reviewer feedback. Members of the evaluation committee are ineligible to apply.

Students must be full-time in any undergraduate program at CSUSB and must have a cumulative GPA of 2.5 or higher. Students who have graduated, plan to graduate during the Summer 2025, or any before Fall 2025 are NOT eligible to participate. Students MUST be enrolled in the Fall semester to participate. Students who are not able to satisfy the program requirements should not apply. These students preclude the OSR from fulfilling its obligations and prevent students who could have committed to the program in its entirety to participate. Applicants should have reviewed the various activities of the program and should have committed to attend all these activities before accepting funding. Applications with only one, or more than three, students will be disqualified.

All projects involving human subjects and/or vertebrate animals must submit proof of Institutional Review Board and/or Institutional Animal Care and Use Committee approval as part of the application and/or prior to the release of funds.

Must have research or creative project listed on the OSR's Research and Creative Activities Database to be considered. Please [SUBMIT HERE](#).

General Submission Guidelines

The following submission guidelines should be followed:

- **Applications are due by January 27th, 2025 by 11:59 PM.**
- Application and proposal submission must be submitted online through the [InfoReady](#).
 - Please select the grant to which you are applying,
 - Log-in with your MyCoyote ID,
 - Complete application
- The research proposal can be no longer than four pages.
- All supporting documentation should be submitted at the time of the application submission.
- Please note, if you have received an OSR grant before, please be aware that preference will be given to new applicants unless funding permits for additional awardees.

DOCUMENT GUIDELINES

Proposals will only be accepted through the online form and must be submitted no later than 11:59 PM on the deadline date.

1. The proposal file must be uploaded in PDF format.
2. The applicant's name(s) should appear only on the cover page.
3. Please use Times New Roman or Arial font at 12-point size.
4. The right and left margins must be no smaller than 0.75 inches. Top and bottom margins must be no smaller than one inch.
5. Please number the pages consecutively beginning with the cover sheet.
6. The complete document must contain the items below and, in the order, given.
7. Must attach Budget sheet using the OSR's template outlining how the research supply funds will be used. (<https://www.csusb.edu/student-research/forms>)
8. If traveling, students must complete the Travel Liability Waiver.

PROPOSAL FORMAT

1. Research and Creative Activity

- a. Abstract
- b. Purpose
 - i. Need for the project (what is its purpose?)
 - ii. Objective of the project (what is to be accomplished?)
 - a. Why are you undertaking this project?
 - b. What are the expected products of the project such as publication, or research and creative activities?

2. Role of Student Researcher

- a. Describe the knowledge, skills, and behaviors that you intend the students to acquire as they work on this project.

- b. Explain the role of the students in the proposal.
- 3. Impact on learning**
 - a. Describe how you expect this project to improve students' engagement and students' success.
- 4. Research Mentoring**
 - a. How will your ability as a mentor impact the overall experience and productivity of both you and your mentees?
 - b. How will your research mentoring increase the success of your mentees?
- 5. Assessment**
 - a. Include a proposed assessment plan. Multiple methods of assessment are encouraged.
- 6. Feasibility**
 - a. Describe the activities to be conducted (methods and procedures)
 - b. How will the activities accomplish your stated objectives?
 - c. Feasibility (where, when, duration) of activities.
 - d. How will this program run in a virtual format?
- 7. Budget**
 - a. Please complete the budget sheet to outline how you intend to use the funds provided for research materials.

BUDGET GUIDELINES

Please keep the following budget guidelines in mind when preparing your budget request for the research supplies.

Allowable Expenses	Non-Allowable Expenses
<ul style="list-style-type: none"> ● Requests for disposable supplies (chemicals, reagents) are favored over equipment requests. ● Any equipment purchased with the award funding must remain with the university. ● Travel costs by car are reimbursed at the CSUSB car reimbursement rate (0.565). ● Mileage is determined by the campus to the destination unless the student lives closer to the destination. ● Each destination should be listed separately by name. ● A map showing the mileage is determined from the campus to the destination unless the student lives closer to the destination. ● Bulking mailing (more than 200 of the same pieces) is encouraged when possible, and funding requests for the first-class postage must be justified. 	<ul style="list-style-type: none"> ● Food, internet access, movies, room service, gym, fees for flight changes, or upgrades of any sort. ● Purchasing of a personal desktop computer, laptop, or iPad. ● Software, subscription to journals or membership fees. ● Funding for personal wages is not allowed. ● Single room occupancy (it is expected that students will share rooms)- this should be indicated with the hotel information. Student(s) and faculty are requested not to share a hotel room. ● Accommodations at the conference hotel (if less expensive hotels are nearby). ● Childcare ● The cost of gas ● Passport/Visa fees

<ul style="list-style-type: none"> ● Reproduction costs are funded at \$0.04 per page. ● Funding for additional Research Assistant(s). ● Gift cards for participant incentives (ONLY if purchased and tracked through the OSR) ● Student parking permits. 	
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Requirements

The Summer Research program has faculty and student requirements that must be followed during the program.

Please note: The OSR has secured funding to support student and faculty participants. The OSR funding was acquired competitively based on a program consisting of a 10-week summer research experience, workshops, social events, and presentations. The OSR is required to prepare annual reports about the various aspects of the program. **Attendance to all the aspects of the program is thus mandatory.** Every year, the OSR receives more applications than can be funded. Applications to the program are voluntary. Students who are not able to satisfy the program requirements should not apply. These students preclude the OSR from fulfilling its obligations and prevent students who could have committed to the program in its entirety to participate. Applicants should have reviewed the various activities of the program and should have committed to attend all these activities before accepting funding.

Asking the OSR staff and directors to prepare and organize activities not initially planned is not an alternative. Asking professors to prepare and organize additional activities is not an alternative the OSR can accept.

Faculty

- Limit teaching to one course during the program.
- Develop and adhere to a schedule of regular meetings.
- Include students in some professional tasks.
- Assist students with the preparation of the presentation.
- Attend the OSR Summer Research Program Orientation.
- Attend the OSR Summer Research Program Informal Social Event.
- Participate in faculty-centered workshops.
- **Participate in the OSR Summer Research Program Conference (since this event will take place at the end of the summer, ALL faculty participants are required to attend).**
- Faculty awarded will be paid their stipend at the completion of the program. Faculty may elect to use the funds as salary or PDF, however, they must indicate so on their application.

Students

- Commit to working 20 hours a week on your project or creative activities.
- Must be enrolled in the following fall semester. Notify the OSR if you are enrolled in classes for the summer and provide your schedule.

- Attend all activities. Including, orientation, workshops, social event, and mini-conference. Only one missed activity will be permitted, any more than one may be cause for dismissal from the program.
- Successfully complete the hiring process before the start of the summer program. Please ensure that you have all appropriate document such as social security card, work authorizations, etc. prepared.

Review Criteria

Applications for the Summer Research Program will be competitively evaluated by the OSR Awards Committee which consists of 2-3 faculty per college. In a blind-review, faculty evaluates the proposals from their respective colleges. The quality of the student research or creative activity (RCA) experience will be a determinant factor in being selected. Applicants are thus asked to specify the role of the student(s) and faculty mentor(s) in the project, and the nature of the work to be done. The number of grants awarded depends on budgets and the funds available each year.

SCORING RUBRIC FOR SUMMER RESEARCH PROGRAM

Please use this rubric to assist with the ranking of your top three proposals.

	GOOD (10 PTS)	AVERAGE (5 PT)	POOR (0 PTS)
Research or Creative Activity	The research question or creative activities are well-defined, focused, appropriately planned, and the phenomenon to be studied is well-defined	The research question or creative activities are somewhat defined, focused, and planned, but the phenomenon to be studied is not well-defined	The research question or creative activities are not defined, focused, and planned, and the phenomenon to be studied is undefined
Role of the Student Researcher	Role, involvement, and activities of student and faculty mentor are carefully explained. It is obvious that the activities are student focused.	Role, involvement, and activities of student and faculty mentor are described only generally explained. Students play a role in the planned activities but are mostly involved in the implementation and/or dissemination.	Role, involvement, and activities of student and Faculty mentor are only vaguely presented. The student's role is as a bystander, or the role of the faculty mentor is only superficially presented.
Impact on Learning	The project will significantly impact student learning.	The project may enhance student learning.	Project does not indicate impact on learning or only in the weakest manner
Research Mentoring	The contribution of the faculty mentor is well explained and provides examples of how the faculty intends to mentor the student.	The contribution of the faculty mentor is explained and provides some explanation of how the faculty intends to mentor the student.	The contribution of the faculty mentor is not explained and does not explain how the faculty intends to mentor the student.
Assessment	Assessment measures are well thought-out and explained. There are multiple methods of assessment	Assessment measures are described are only generally explained. There is only one measure indicated.	Assessment measures are only vaguely explained. There are no assessment measure indicated.

	measure indicated.		
Feasibility	Equipment to carry out the proposed research is available, and the timeline is proper	Equipment for the proposed research is available, but the timeline is inadequate	Neither the equipment for the proposed research or the proposed timeline are proper

Grant Obligations

All awardees of the Summer Research Program agree to the following terms:

- Attend all summer activities. **Note: Students who are not able to satisfy the program requirements should not apply. Faculty who are not able to attend the social event and mini conference should not apply. Faculty and students are required to attend the social event and mini conference. Note* All dates below are subject to change.**

Activity	Dates
Orientation	June 2nd
Program Run Dates	June 2 nd – August 7 th
Workshops	Weekly
Social Event	July 10 th
Mini Conference	August 7 th

- Students must apply to present a poster or oral presentation during the Annual Symposium “Meeting of the Minds” in 2026. Awardees must pre-register. More information about this annual event will be forwarded. More information about this annual event can be found at osr.csusb.edu.
- Participate in the CSUSB Student Research Competition in February 2026. More information about this annual event can be found at osr.csusb.edu.
- Submit a final paper to the OSR Journal of Student Research.
The OSR Journal of Student Research was established in 2012. The goal is to provide an opportunity for undergraduates and graduates from all CSUSB colleges to be recognized for their work. The journal is a peer-reviewed publication. Each publication within the journal undergoes a double-blind peer review process facilitated by the Journal’s Editorial Review Board. The journal is published once a year in September and is available on Scholarworks.
- Individual Development Plan
Students will attend 3 Individual Development Plan (IDP) workshops during the summer research experience that will last 1 hour each. The process of developing an IDP helps students explore their skills, interests, and values (exercises 1-4) and provide them with a plan to develop

the skills needed to accomplish their career goals (exercises 5-6). An IDP provides the framework to keep tab on the progress students are making towards their goals and to see how their experiences change in interests and focus over time.

Version History - Office Use Only

Version	Description of Changes	Date	Approval Date	Approved by
1.1	Updated dates	9/17/2024	9/17/2024	DW
1.0	Update of deadlines, update obligations	6/15/2023	8/8/2023	DW