REQUEST FOR PROPOSALS:
CURCA FUSE Program

The Center for Undergraduate Research and Creative Activities (CURCA) is seeking proposals for its Faculty – Undergraduate Summer Engagement (FUSE) program to support undergraduate research and creative activities in all academic areas. At UNG, undergraduate research is defined as “an inquiry or exploration conducted and disseminated by an undergraduate student that makes an intellectual or creative contribution to the discipline or to applied practice.” The purpose of the FUSE program is to facilitate a research immersion experience for students during which they collaborate directly with a faculty mentor on a continual basis, as appropriate for the particular academic discipline.

FUSE seeks to support teams of faculty and students conducting focused and meaningful research, scholarly and creative activities from June 1 – July 24, 2020. Funded applications will offer a $4000 faculty stipend, up to $500 for materials, and the ability to hire a student researcher for 8 weeks at 40 hours a week. Faculty may alternately hire two researchers at 20 hours a week for 8 weeks.

To comply with new hiring practices, the FUSE application this year is two-step. Faculty will first apply for funding without identifying any student workers. Faculty who are chosen to participate in FUSE will then work with the CURCA and Human Resource office to do a job search for their student researchers. Therefore, in addition to the traditional FUSE application, faculty will also include a brief position description for potential research assistants. Please note that only full-time Faculty members are eligible.

The deadline for receipt of proposals is Saturday, February 15, 2020 by 5:00 PM. Please see the Proposal Format below for specific application guidelines. All submissions should be uploaded via InfoReady: https://ung.infoready4.com/

GUIDELINES AND PROGRAM INFORMATION

- The 2020 program runs from June 1 – July 24, 2020.
- Important: Faculty should not identify a research student prior to being selected as a participant. Applications which name a student will be disqualified.
- As a general reminder, faculty may not earn more than 27% of his/her academic salary during the summer 2020 session. It is expected that students will spend an average of 40 hours a week working on the research project. Student FUSE participants may matriculate for a maximum of 4 course hours for each particular session spanned by the FUSE program.
- All FUSE participants will meet 4 times during the program to discuss the progress of their research and creative projects. This year, meetings are tentatively scheduled for June 5, June 19, July 3, and July 17 from approximately 10:00 am – 1:00 pm with videoconferencing meetings in-between.
- As a condition of acceptance, Faculty and Students are required to:
  1. Adhere to all Human Resources and Purchasing regulations.
  2. Attend all meetings.
  3. Complete the FUSE 2020 survey within two weeks of the end of the FUSE 2020 program.
  4. Submit a post-award report summarizing the outcomes and products of the funded project within one year of the end of the FUSE 2020 program.
  5. Present results at the UNG Annual Research Conference (ARC), another CURCA-sponsored event, or a disciplinary conference or event within one year of the award.

Applicants are encouraged to review the updated FUSE Rubric in order to learn more about creating successful proposals (located on InfoReady). Please email CURCA@ung.edu with any questions.

If you need this document in another format, please contact Heather Rose at curca@ung.edu or 706-867-3013
PROPOSAL FORMAT*

I. Cover Sheet

*Title of Proposal: For each faculty member involved in the project, please include:
*Name:
*Email address:
*Department:
*Previously funded by CURCA? ___Yes ____No (If yes, see Section III)

II. Narrative, Budget, and Timeline (3 pages max for elements below; please include references in footnotes.

Format: Times New Roman 11-point font; 1 inch margins, single spaced. Longer proposals will not be scored.)

- **Description of proposed research project or creative activity.** Since a faculty committee with diverse backgrounds will review proposals, the proposal narrative should be scholarly but accessible to people outside the particular field.
- **Significance of the proposed work.** Include an explanation of how the proposed work fits into the broader research or creative field at the regional, national, and/or international level.
- **Goals and expected products.** Provide a brief description of the goals of the project or activity and the final product(s) expected at the end of the funding period. Examples of products include: presentations at local, regional, or national academic conferences, or to community or business partners; exhibition of the work produced; a publication; or a grant proposal.
- **Plan for faculty-student collaboration and mentorship.** Include a brief description of the expected schedule of student-faculty meetings or interactions during the program and how these will facilitate the progress of the project. Also include how the faculty member will mentor the student to maximize the chances of his or her success during the program and beyond. Faculty participation should result in projects that meet the scholarship expectations described in the departmental promotional and tenure guidelines.
- **Budget.** A detailed budget including all categories of expected expenditures must accompany the proposal. The maximum amount of funding for materials is $500. Travel is only allowable if it is directly related to completion of the project. Expenditures outside the proposed budget are not allowed without prior approval. All purchases must be completed by the first of May, 2020.
- **Timeline.** Proposals must also include a brief timeline for accomplishing the goals and expected products of the project. Certain products, such as presentations at conferences or shows, may extend beyond the timeframe of the FUSE 2020 summer program.

III. Productivity from previous CURCA funded projects (1 page max; you should upload this page with section II as one complete document)

- **Note: this section is only for those who have been previously funded by CURCA**
- Include a brief summary of the products stemming from any project previously funded by CURCA. List each project’s title, the dates of funding, and a brief summary of the products from the project (Please see the scoring rubric for examples of products.

IV. UNG Staff Template for Student Researcher Job description

- Please fill out “General Summary,” “Duties and Requirements,” “Required Job Specifications” and “Home Campus Location sections” on the downloadable **UNG Staff template** form found on InfoReady and attached at the end of this solicitation. (Applicable sections are highlighted).

V. Certifications (Applicants will certify the following in InfoReady via digital signature):

- I have discussed my application with my department chair, and he/she understands the requirements should I win.
- I certify that I will not earn more than 27% of my academic salary during the summer 2020 session.
- I am committed to mentoring an undergraduate student on a continual basis during the period of the FUSE 2020 program. I will ensure student(s) involved in my project present at either UNG’s Annual Research Conference or another professional conference within one year of funding.
- I will submit a post-award report summarizing the outcomes of the project within one year of funding.

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