

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 **May 31 – July 23, 2021**. 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 **Monday, February 15, 2021 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 2021 program runs from **May 31 – July 23, 2021**.
- **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 2021 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 10, June 24, July 8, and July 22 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 2021 survey within two weeks of the end of the FUSE 2021 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 2021 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.

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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.

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 30th of April, 2021.
- **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 2021 summer program.

III. Productivity from previous CURCA funded projects (2 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 previously funded CURCA projects. Please List each project's title and the dates of funding.
- Clarify in what ways your current project differs from previously funded CURCA projects (i.e., if your work is an extension of a previous project, please explain in what ways the new project differs/what new methodologies are used/what new findings are expected, why the CURCA funding is necessary as opposed to external funding, etc.)
- List products stemming from any project previously funded by CURCA (i.e., presentations, publications, etc. please see the scoring rubric for more examples of products).

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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 2021 session.
- I am committed to mentoring an undergraduate student on a continual basis during the period of the FUSE 2021 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 complete the FUSE mentor survey within two weeks of the end of FUSE.
- I will submit a post-award report summarizing the outcomes of the project when requested by CURCA (typically one to two years post grant).

FUSE Application Workshop (virtual):

Thursday, January 28 at 12 pm via Zoom

We encourage faculty to attend the FUSE application workshop to better prepare their applications.

Zoom link: <https://ung.zoom.us/j/93924141269?pwd=eWhsZ2ZaRVRKeDk0Y1h3YmZDZVd0Zz09>