

## REQUEST FOR PROPOSALS Millersville University Mentored Undergraduate Summer Experience (MU-MUSE)

### Important Dates

**Opening Date:** November 14

**Application (Student):** March 3, 2023

**Letter of Endorsement (Faculty Mentor):** Tuesday following student application due date (11:59 pm)

**Funding Decision:** BY second week of April

### Purpose

Student engagement, particularly engagement with university faculty in research or creative projects, has long been recognized as a “High Impact Practice,” directly benefitting student learning and leading to greater academic success and professional preparation. Given the benefits towards success and preparation, the purpose of the MU-MUSE Fellowship is to foster collaborative creative, academic activities between an undergraduate student and a faculty mentor by providing an opportunity for students to engage in activities contributing to academic and professional development. Students from all colleges and majors are encouraged to apply

### Award

MU-MUSE Fellowships are competitive and awarded to eligible students who have submitted an outstanding proposal (see below). Students selected to participate in the program will be awarded a maximum of \$5,000 to be paid over the course of a 10-week summer research experience. This stipend can be used for any expenses related to program participation including tuition, room/rent, meals, transportation, etc.

Awardees are expected to be on campus at least 28 hours per week during the 10-week term of their Fellowship, though exceptions may be made for students participating in fieldwork as part of the program. Given the intensive nature of this experience, awardees are discouraged from enrolling in other summer courses or employment during the duration of the Fellowship period. Faculty mentors will be asked to report on student progress during the program period. In addition, students and mentors will be asked to complete a short evaluation in Week 4 to ensure that Fellows are meeting program goals. If the committee, in consultation with the student’s mentor, feels that adequate progress is not being made, students may be asked to leave the program. Typically, the program period will begin on May 1<sup>st</sup> and end on July 31<sup>st</sup>.

### Eligibility and Fellowship Requirements

Applicants who have not previously received a MU-MUSE Fellowship will be given first consideration. Past awardees will be considered as resources allow.

Student wishing to apply for an MU-MUSE Fellowship must:

- Be eligible to work in the United States
- Successfully complete all background clearances
- Have a valid Social Security card
- Be in good academic standing
- Have a declared major
- Have completed at least 33 credit hours of college coursework
- Have completed at least four courses within the major with a minimum GPA 3.0 at the time of application

- Have a cumulative GPA of 3.0 at the time of application
- Have a research mentor who is a full-time Millersville University faculty member.
- Register for six or more credits during the fall semester following the summer research program
- Meet with other MU-MUSE Fellows during the summer to share experiences, listen to faculty seminars, etc.
- Present at “Made in Millersville” the following Spring semester

### **Application**

Students must submit their applications online at: <http://www.millersville.edu/spra/student-faculty-research.php>. Proposals are due by 11:59 pm the second Friday of the spring semester.

The online application must consist of the following:

1. Student and faculty contact information (Web form)
2. Project title and abstract (Web form)
3. Project narrative (PDF)
4. Faculty letter of endorsement (PDF)

The student is responsible for completing the first three parts of the application at the link above. After the application has been submitted, the project mentor must submit a letter endorsing the student’s application. Once the mentor’s letter is received, the application will be considered complete.

### **Proposal Review**

Proposals will be evaluated by a committee composed of two faculty members from each college and one non-college faculty member. The evaluation committee must see that the goals and outcomes are profoundly advanced from the outcomes that might be described for a typical project in the student’s discipline. The committee will judge proposals by standards appropriate to their originating discipline.

### **Other Information**

- One faculty member may sponsor up to two students.
- Fellowships are intended to fully fund one student. Partial fellowships will generally not be awarded
- Students are encouraged to apply for other funding to support research expenses. Other sources of funding can be found at <http://www.millersville.edu/spra/student-faculty-research.php>

**Please contact René Muñoz at 871-4457 or at [rene.munoz@millersville.edu](mailto:rene.munoz@millersville.edu) with any questions.**

## **Project Narrative & Letter of Endorsement Guidelines**

Proposals will be reviewed by members of the MU community who are unlikely to be specialists in your area of study, therefore, project narratives should be written for a generally educated audience. **The review committee fully expects the project narrative to be collaborative and jointly authored by the student and faculty mentor.**

### **Project Narrative**

The project narrative should include the following **four** sections:

1. **Student Statement:** The student statement should include the following information:
  - How participation in MU-MUSE will contribute to the student's academic and career goals
  - The student's qualifications to participate in the project, including classroom, lab, studio, past research, internships, competitions, or performances experience
  - An explanation of the student's interest in the specific project
2. **Project Proposal:** The project proposal should do the following:
  - Provide a rationale/background for the project
  - Describe the methods that will be used to complete the project
  - Briefly describe the expected outcomes, if any
  - For research projects requiring IRB or IACUC approval, students should a) provide verification that approval has already been granted by the relevant body (including the approved protocol number) or b) verify that protocols will be submitted and approved prior to May 1<sup>st</sup>. **Fellowship approval will be contingent upon receiving IRB/IACUC approval by this date.**
3. **Dissemination Plan:** Identify the scholarly/creative outcomes of the project. This includes all opportunities for presentation, exhibition, publication, performance, etc. that the student and mentor will undertake.
4. **Timeline:** Provide a detailed schedule for completing the proposed project within the 10-week time frame taking into account the feasibility of accomplishing the project goals within the 10-week period.

Sample narratives for research and creative activities can be found on the MU-MUSE website.

### **Faculty Letter of Endorsement**

The faculty letter of endorsement should describe the relationship between the mentor's scholarly/creative agenda and the student's project or role in the collaboration. It should also discuss the learning objectives for the student and the relevant mentoring approaches and strategies to be used to achieve the learning and scholarly/creative objectives. Finally, the mentor should verify that all of the resources necessary (e.g., funding, equipment) to complete the project will be available by the project start date.

### **Formatting Guidelines**

- Narratives and letters should be double-spaced, typed in 12-point Times New Roman, and have one-inch margins
- The project narrative should be no longer than five pages long (approximately 1,600 words). Bibliographies/references are not required, but if included, should be limited to two pages. Bibliographies/references will **not** count toward the five-page limit.
- Both project narratives and letters of endorsement should be saved and uploaded to the application website as PDF files.

