Student Opportunities for Academic Research (SOAR)
Summer Research Grant: Call For Proposals 2016

Overview

The goal of the Student Opportunities for Academic Research (SOAR) summer research grant is to facilitate student research in collaboration with a faculty mentor. Projects may be based on a faculty member’s existing research or newly designed by the student and faculty mentor. SOAR provides students and their faculty mentor a stipend for up to ten weeks of full-time work. Proposals may also include a request for project expenses. The SOAR committee invites students and faculty to submit proposals for the Summer Research Grant by Monday, March 14.

Eligibility

At the time of the project, a student must be a pre- or post-baccalaureate undergraduate studies student, be of at least sophomore standing, and have completed at least one full-time semester at Moravian College.

At the time of the project, a faculty member must be a current full-time faculty, an Emeritus faculty member of the college, or a current adjunct faculty member who has taught at the college for at least two full years.

Calendar and Compensation

1. The official summer research program runs for ten weeks, beginning the first day of the Summer Session I.
   - Applicants may request shorter time periods with student and faculty stipends adjusted accordingly. Students may not work more than the equivalent of ten 40-hour weeks (400 hours total).
   - Applicants may request a time period beginning before the official start or ending after the official end of the summer program, as needed based on their research plans, but the official program encompasses the 10-week period beginning the first day of Summer Session I.
2. Students receive a $3,000 stipend and work 40 hours per week during the program.
3. Faculty members receive $1000 if working with one student or $1750 if working with two students (even if the students are on different projects). SOAR no longer accepts proposals with more than two students.
4. Students receive on-campus housing during the official dates of the summer research program.
5. As an optional add-on to the proposal, applicants may request up to $500 per student for equipment, supplies and/or travel expenses. If the project involves travel outside the continental United States, the request may be up to $1,000 for travel expenses.

**Expectations**

1. Each student meets regularly with his or her faculty mentor.
2. Unless the project work site is remote from Moravian College, students and faculty mentors attend regular meetings where SOAR participants share their work.
3. Students and faculty work with Public Relations to produce a profile of the student and his or her project.
4. Students participate in the Moravian College Scholar's Day.
5. By the first day of classes for the fall semester, the faculty member submits a one to two page report to the SOAR director assessing the project.
6. By the first day of classes for the fall semester, the student submits a one to two page report to the SOAR director describing his or her accomplishments for the project.

**Application Procedures**

A summer research grant application consists of the following parts:

1. A SOAR summer grant cover sheet (one per student) containing vital information about the project, student, and faculty mentor.
2. A project proposal that explains the goals of the project and roles of the participants.
3. A student statement of purpose that describes the student’s rationale for pursuing SOAR and expected outcomes.
4. (Optional) An expense proposal that enumerates and justifies material and travel expenses for the project.

Summer grant applications are due on **March 14**, and applicants will receive notification of the status of their grant application within 2-3 weeks. The project proposal, student statement(s) of purpose, and expense proposal are submitted electronically to the Director of SOAR at soar@moravian.edu. The cover sheet with **signatures** can be submitted in hardcopy to the Director of SOAR or scanned and submitted electronically to soar@moravian.edu.
Application Part 1: SOAR Cover Sheet

1. The cover sheet is available on the SOAR webpage: http://www.soar.moravian.edu/
2. One form per student is signed by the student and the faculty mentor.

Application Part 2: Project Proposal

1. Proposal length is limited to three single-spaced pages.
2. The proposal should be a joint work of the faculty mentor and the student(s).
3. In the heading of the proposal include:
   • The title of the project.
   • The name, rank, and department of the faculty mentor.
   • The names of all students on the project.
   • The start date of the project and length in weeks.
4. Provide a succinct and non-technical description of the project. The audience for the proposal is a committee of inter-disciplinary faculty.
5. Enumerate the roles and responsibilities of the student(s) and faculty mentor, and include a timetable of expected milestones.
6. If the QPA of the student is less than 3.0, the faculty mentor should include an explanation of why the student is recommended for the program.
7. If the proposal includes two students, describe why the scope of the project is sufficiently sized to warrant two SOAR positions.
8. Describe how the student will be engaged in discipline-appropriate scholarly research.
9. Describe how the work of the student will contribute to the discipline and opportunities the student will have to share his or her work with other students, faculty, and the community.

Because funded proposals are posted to the SOAR webpage, please do not include student contact information or QPA in the faculty proposal.

Application Part 3: Student Statement of Purpose

1. Statement of purpose length is limited to two single-spaced pages.
2. In the heading of the statement include:
   • The title of the project.
   • The name, major, and expected date of graduation of the student.
   • The name of the faculty mentor.
   • Whether on-campus housing is requested during the project.
3. Provide a brief discussion of your rationale to participate in this project.
4. Describe your expected outcomes for the project.
Because funded proposals are posted to the SOAR webpage, please do not include student contact information or QPA in the student statement of purpose.

(Optional) Application Part 4: Expense Proposal

1. Expense proposal length is limited to two single-spaced pages.
2. In the heading of the proposal include:
   • The title of the project.
   • The name of the faculty mentor.
   • The names of all students on the application.
3. The body of the proposal should contain an itemized list of equipment, supplies and/or travel expenses for the project. For each item, describe why it is necessary for the successful completion of the summer project, and if relevant, how the item supports a long-term project.
4. Explain why each requested material item is not available through existing on-campus resources (e.g. CIT or Inter-library loan) or why the available item is insufficient for the project. Note that SOAR has a standing agreement with CIT to make laptops available for the 10 weeks of the summer program.
5. There is no need to request stipends for students or faculty.

Project Evaluation Criteria

Proposals will be evaluated using three criteria:

1. Benefit to the student. A successful proposal describes how the project engages the students in discipline-appropriate scholarly activity. A proposal where the students participate in multiple phases of an overall project is stronger than one where the students only see fragments of the research process.
2. Contribution to the discipline. A successful proposal describes a project where the students engage in original work and have the opportunity to share that work in a meaningful way. A proposal where the student anticipates to present or perform his or her work to a local, regional, or national audience is stronger than one where the student has no plans for sharing the work.
3. Clarity of the proposal. A successful proposal contains faculty and student writing that clearly articulates the project and its merits to an inter-disciplinary faculty audience.

All else being equal, preference will be given to students and/or faculty mentors who have not previously participated in the SOAR program.

The number of students on a proposal will not directly effect whether the proposal is funded. However, proposals with two students should have benefits the students
and the potential for disciplinary contributions proportional to the number of students. Further, the project proposal should describe how working in collaboration with other students will offer benefits to the students that would not be available on a single-student project.

Although the topic for a SOAR project can be the same as the student’s honors topic, the applicants should demonstrate how the SOAR project stands by itself as a research experience with its own outcomes.

**Expense Proposal Evaluation Criteria**

Expense proposals are evaluated independently after a project is granted faculty/student funding. The committee may grant all, some or none of the requested expenses. Proposals will be evaluated based upon:

1. **Necessity of the item.** A successful proposal describes an expense that allows the student and faculty mentor to collaboratively accomplish otherwise unachievable project goals. A proposal where the item is required to complete the project is stronger than one where the item only facilitates the work.
2. **The availability of the item from other sources.** A successful proposal describes an expense that cannot feasibly be acquired elsewhere. A proposal that includes explicit discussion of relevant on-campus departments is stronger than one where this discussion is absent.

**Summer Housing Policies and Procedures (subject to change)**

1. On-campus housing is only guaranteed during the ten-week period of the official Summer Research Program, which begins the first day of the Summer Session.
2. Students request on-campus housing in their statement of purpose.
3. Students complete an online application for summer housing within two weeks of notification of their acceptance to the Summer Research Program.
4. Students receive their room assignments via campus email from the Office of Housing in the middle of May.
5. Students may move into their room any time after 4:00 p.m. on the Friday prior to the first day of the Summer Research Program. During the weekend keys are obtained from campus safety.
6. Students move out of their room by 4:00 p.m. on the Sunday after the last day of the Summer Research Program. During the weekend keys are returned to campus safety.