**Bringing Experiences About Research in Summer (KU BEARS)**

**Summer 2024**

**Purpose**: The purpose of the KU BEARS program is to support faculty/student research pairs over the summer. The goals are twofold: to develop the necessary skills set of undergraduate students to help them become student researchers and to provide faculty members with paid student research assistants. Undergraduate students selected for the program will receive summer pay for research tasks assigned by a faculty supervisor. By assisting faculty members in their research, students selected for the program will learn the knowledge and skills necessary for conducting advanced research in their field.

**Award:** Funded projects will be allotted up to $2,500 to cover student wages and FICA (7.65% of wages) and $500 for presentation travel for the student. If two students are working on a project, $1,500 will be allotted to each student. Please note that taxes come out of the stipend. This means that the students’ take-home pay is less than the $2,500 or $1,500 stipend. When calculating the hours to work, please keep in mind that the hourly rate should be between $8.00 and $15.00 per hour before taxes depending on the scope of work. The students receive the stipends minus taxes. For 2024, a total of $50,000 is available for the KU BEARS program.

If the campus is open and students are allowed to be on campus in the summer, KU housing will be provided for students who need housing during the summer research experience. Housing location is to be determined in the spring semester. Housing can be available between 5/27/2024 – 8/8/2024. Housing is not available between the end of the spring semester and May 27th nor is it available between August 8th and the beginning of the fall semester.

**Students must present at the KU INSPIRES celebration of undergraduate research and creativity in April 2025.** In preparation for the conference, it is highly recommended that students attend the April 10, 2024 conference as guests to listen to paper presentations and ask questions during the poster session.

**Faculty and students must attend KU BEARS kick off scheduled for 2:00 pm on Tuesday, June 11, 2024.**

**Eligibility:** The program is open to all faculty members (tenured, tenure-track, and adjunct) and to those undergraduate students who are current freshmen, sophomores, or juniors. Only one KU BEARS grant may be awarded to a faculty member or student per summer. Faculty are encouraged to identify underrepresented students within their freshman or sophomore year to be part of their research program. Examples of underrepresented include low-income students, minority students, and women in the sciences.

**To Apply**: Use the proposal template on pages 3 and 4. The proposal must be formatted as a PDF and attached to the DocuSign [cover sheet](https://apps.kutztown.edu/forms/?Department=Grants%20Office&Audience=Faculty%2FStaff) and also located in KU Forms. After the department chair and dean sign the cover sheet, it will be emailed to Ms. Heather Arbuckle at [arbuckle@kutztown.edu](mailto:arbuckle@kutztown.edu) in the Office of Grants & Sponsored Projects. Ms. Arbuckle will send a confirmation email back to the faculty member. Important - the section of the proposal titled “Potential for student growth and development” must be written by the student.

**Deadline for Submission**: Applications are due by **Monday, February 26, 2024 at** **4:00 PM**.

For more information, contact Jeff Werner at 484-646-4167 or [werner@kutztown.edu](mailto:werner@kutztown.edu).

**KU BEARS Rubric:** The rubric must be completed and submitted with the final report. You must complete the rubric at the end of your project to evaluate your student. If you have more than one student, you must complete a rubric for each student. It is recommended that you share the rubric with your student at the beginning of the project.

**Final Report Guidelines:** A final report is due **August 16, 2024**. The final report shall use 12-point font and be submitted via email as a Word document or PDF. Photos can be sent as separate files. The document must include the student’s name and major, the faculty member's name, and the title of the project. See page 5 for the template.

**KU BEARS Proposal**

**Summer 2024**

Does the project involve human subjects \_\_Yes \_\_No, or animals \_\_Yes \_\_No?

If yes, what is the status \_\_Approved \_\_Pending \_\_Not Submitted? Protocol #\_\_\_\_\_\_\_\_

**Brief description/Abstract of the project** (200-word limit):

**PROJECT NARRATIVE** (4 page limit, 12 point font)

**You must write for a general, non-technical audience. The guidelines, including the page limit, must be followed or the proposal will not be considered for funding. The project must provide a meaningful experience for the student, which leads to student growth and development.**

**Background and significance of the research**

Briefly sketch the background of the research. Explain why this work is important and how it will contribute to the existing body of knowledge in this area. If you have performed previous work related to the proposal, describe previous findings or outcomes.

**Description of the project and goals**

Describe your research project and goals for the summer. Explain how the faculty and student will work together or how the faculty will oversee the student work to attain those goals. Also, briefly describe the research methodology.

**Experience with promoting undergraduate research / training undergraduate researchers**

Describe what you have done in the past to encourage students to get involved with research, and how you trained and involved undergraduate students in research. This is not a list of things you have taught students in a classroom setting. Include examples of positive student outcomes from that research, such as presentations at conferences, publications, or poster sessions.

**Job description for the student research assistant**

Provide a short job description for the student research assistant. This needs to include the specific activities the student will be engaged in (e.g., reading journal articles) and needs to explain the responsibilities of the student. Also, describe how the activities and responsibilities will begin to develop the research skills of the student.

**Potential for student growth and development** (to be written by the student)

Explain how the skills and research techniques that you hope to acquire in this project will support your goals and future career/academic path.

**Timeline / Estimated student research hours / Budget**

Sketch a timeline of proposed student activities, and based on the timeline, estimate the total number of hours the student will be engaged in project activities. Provide a start date and end date for the student to work and estimate the total number of hours. Grants are awarded up to $2,500 for summer work. The $2,500 shall cover wages and FICA. FICA is calculated at 7.65% of wages. For example, $2,308.75 in wages will have $191.25 in FICA, for a total budget of $2,500. All students will receive a stipend contract.

**Final Report Guidelines:** A final report is due **August 16, 2024**. The final report shall use 12-point font and be submitted via email as a Word document or PDF. Photos can be sent as separate files. The document must include the student’s name and major, the faculty member's name, and the title of the project. The following questions must be addressed:

*For the student to answer:*

1. What background information can you provide about the research? What was the purpose of the research and how will it contribute to your field of study?

2. How has this experience contributed to your undergraduate education and your life goals?

3. What experiences will you take from this summer's research that will impact your future in education, research, or professional career?

4. Has the research experience met your expectations? Why or why not?

5. Would you participate in research again if given the opportunity; why or why not?

6. What skills do you think you developed or strengthened through the research experience?

7. If you were to participate in research again, what skill or aspect of researching would you want to develop or develop further?

*For the faculty member to answer:*

1. Explain how you involved the student in your research to help them begin to develop research skills. Please provide details of what the student did over the summer experience and how you mentored the student.

2. What skills did the student learn, what skills did they obtain, and can the student demonstrate those skills?

3. Would you involve an undergraduate student again in your research? Why or why not?

4. Provide a brief abstract (~250 words) and photos so the program can be promoted. The abstract and photos may be used on the KU research website and the Funding Year in Review publication.