

Summer Award for Faculty Mentored Undergraduate Research

Purpose: CELT supports Tulane's mission and status as a research university by encouraging and supporting faculty mentored undergraduate research. This award is open to all schools, disciplines, and majors. We strongly encourage applications from the arts and liberal arts.

Award: The Summer Award for Faculty Mentored Undergraduate Research, with a maximum grant of \$4,000, provides up to \$3,000 for a student stipend, and up to \$1,000 in student research related materials.

Deadline: March 15th, 11:59 pm CST | **Questions:** Email Emily Gatehouse, egatehou@tulane.edu

Eligibility:

Student:

- Must be currently enrolled as a fulltime student
- Must not receive any academic credit for this summer research project, however, information gathered during the summer may be used in the future for Honors Thesis.
- Must be a rising junior or rising senior (4+1 students going into their 5th year are not eligible).
- Must not have received a previous CELT grant for the same project.
- Must have a 2.5 GPA or higher.

Mentor:

- All full-time faculty, including visiting professors
 - Adjuncts
 - Postdocs and PhD students, with letter of support from their lead faculty advisor
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Application: Students are responsible for gathering requested materials and submitting the final award application. Applications will be reviewed by a committee of staff and faculty.

Supplemental Application Materials:

1. Mentor Letter of Support
2. Graduate Letter of Support (when applicable)
3. Mentoring Philosophy

4. Proposal
5. [CELT Research Award Budget Worksheet](#)

Supplemental Application Material Details (to be completed by the following):

- **Mentor:** Letter of support for undergraduate researcher from primary mentor. If a graduate student is the primary supervisor, then the lead faculty researcher must write a letter a support for the applicant and graduate mentor.
- **Mentor:** Explanation of mentorship philosophy. If a graduate student is the primary mentor, then they should include how the lead faculty researcher will interact with the student researcher.
- **Student and Mentor:** Proposal, no longer than two pages single-spaced, should include the following:
 - Project title
 - Brief description of research question or issue to be examined. **This should be no longer than one paragraph.**
 - Explanation of what skills student will learn/gain and how this experience relates to student's academic and career goals. (This is the most heavily weighted portion of the proposal.)
 - Brief statement on student produced deliverables; this should be no longer than a paragraph and should include an intended conference presentation, co-authorship or mention in a paper, etc.
- **Student:** [CELT Research Award Budget Worksheet](#), please note any pending funding.
- **Student:** [Application](#)
 - **Be sure to include all required materials, incomplete applications will not be considered.**

Mentor role:

- Fulfill an intensive mentorship role. The student and Tulane faculty research mentor must be in close contact during the period of the grant. Therefore, both the student and faculty mentor must be in the same location during the summer grant period, and have a specific plan for mentoring, supervision, and problem-solving. If a graduate student will be acting as the primary mentor and supervisor then this must be outlined in the proposal, but the faculty member is still expected to meet with the student one-on-one at least twice throughout the course of the research.
- Ensure the student researcher is not receiving academic credit, for this project. **Students may not earn academic credit for CELT funded research.**
- Complete all necessary additional research requirements prior to applying for funding. *A note on IRB approval: While it is not necessary to have IRB approval, if necessary, for your research before you apply to CELT, it is a good idea to start the IRB approval process during the spring semester.*



- Ensure the project will begin and end within the grant period. The project may begin before the summer if it is necessary to seek approval for the use of human subjects or animal models in research.
- Participate in an end-of-project student researcher evaluation. *If the faculty mentor would like these results shared with their student researcher, they should indicate so on the evaluation.*

Student deliverables:

- Completion of an end of project research experience evaluation. *The evaluation results will only be shared with faculty mentor if indicated on evaluation.*
- Three pictures from research experience that may be used by CELT for marketing and social media.
- Participation in CELT Annual Poster Session in April.

Award Size and Budgetary Guidelines: In order to support as many projects as possible the awards are limited to a maximum of \$4,000 each. All award funds are made available only on a reimbursement basis to the academic departments, except for the student stipend, which will be paid by CELT through the university payroll system. Please use the following guidelines in preparing your budget:

- Student stipends will be paid in the amount of \$3,000 for the summer, subject to required withholding for taxes, etc.
- Student Research Related expenses may be requested (e.g. chemicals, software necessary for data analysis, expendable supplies and student travel to collect data or research materials) up to an additional \$1000. Each item must be listed in the budget and justified as necessary for the completion of the project by the end of the summer. Travel must be justified by trip, day, and purpose.
- Equipment may not be requested. Equipment includes computers, data collection devices, and any item which is not consumed in the course of the research.
- Academic departments/programs must pre-pay all allowable research expenses, including student travel. The academic department will be reimbursed by CELT. Faculty or departmental staff must submit documentation of all research expenses to CELT before June 15, so that CELT may reimburse the department before the end of the fiscal year. Neither faculty nor students should pay for research expenses using their own cash or credit card. Expenses must be paid using a Tulane-assigned credit card.

Please email Eric Roque, eroque@tulane.edu, with any disbursement/reimbursement questions.

