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

Proposal Deadline: February 17, 2017
Anticipated Announcement of Funding: Week of March 21, 2017

Purpose
Student engagement, particularly engagement with university faculty in research or creative projects, hereinafter referred to creative academic activities, has long been recognized as a “High Impact Practice,” directly benefitting student learning and leading to greater academic success and professional preparation. Given this, the purpose of the MU-MUSE program is to foster collaborative creative academic activities between an undergraduate and a faculty mentor, 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 awards made to eligible students who have submitted an outstanding application (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 for the majority of the 10-week period, though an exception may be made for students participating in a field course for part of their program. Generally, the program period will begin in May and end in July.

Eligibility
Student wishing to apply to the MU-MUSE program must:
- Be in good academic standing
- Have completed at least 33 credit hours of college coursework
- Have a declared major
- Have completed at least 4 course within the major with a minimum GPA 3.0
- Have a cumulative GPA of 2.5
- Have a research mentor who is a Millersville University faculty member.

Applicants who have not previously received an MU-MUSE award will have priority. Past fellowship recipients will be considered as resources allow.

Application
The application form consists of:
- Student and faculty contact information
- Project title and abstract
- Project narrative (see the last page of this document for details)
- Letter of endorsement from the faculty mentor
**Evaluation**
Proposals will be evaluated by a committee composed of two faculty from each college and one non-college faculty member. Funding decisions will be made by the third week of March. The evaluation committee understands that the goals, methods, hypothesis, and outcomes appropriate for a proposal from the natural sciences are profoundly different from the kinds outcomes that might be described for a project in the arts or humanities. The committee will judge proposals by standards appropriate to their originating discipline.

**How to Apply**
The application form and supporting materials must be submitted online.

The proposal forms are available online and can be found here: [http://www.millersville.edu/spra/student-faculty-research.php](http://www.millersville.edu/spra/student-faculty-research.php)

Proposals are due by 11:59 pm the second Friday of the spring semester. This year’s deadline is FRIDAY, FEBRUARY 17, 2017

The application consists of four parts – 1) student and faculty contact information; 2) project title and abstract; 3) project narrative; and 4) faculty letter of endorsement. The student is responsible for completing the first three parts of the application at the link above. After submitting his/her application, the project mentor will be asked to submit a letter endorsing the student’s application. Once the letter is received, the application will be considered complete. **Student application materials must be submitted by Friday, February 17, 2017.** Mentors will have until February 22, 2017 to submit their letters.

**Program Requirements**
Students receiving an MU-MUSE award will be required to:

- Enroll for a minimum of one credit of research during each summer session
- Be registered for 6 or more credits during the fall semester following the summer research program
- Meet with other MU-MUSE awardees during the summer to share experiences, listen to faculty seminars, etc.
- Present a poster at the Summer Undergraduate Research Symposium
- Present at Made in Millersville. Contact Rene Munoz (rene.munoz@millersville.edu) for more information
- Provide a concisely written summary report for submission to the Office of Sponsored Programs. This report will be shared with the Deans and the Provost

Based on the stipend provided, students receiving awards will be expected to devote at least 28 hours/week to their project during the 10-week term of their fellowship. Given this, awardees are discouraged from enrolling in other summer courses or finding employment while working on their fellowship projects, which will generally begin in late May.

Awardees are expected to be on campus for most of the 10-week period. The student’s mentor and the summer program coordinators must be notified if the student will not be present for any length of time during the program.

**Proposal Review**
Applicants who have not previously received a MU-MUSE fellowship will be given first consideration. Past fellowship recipients will be considered as resources allow. Students will need to be eligible to work
in the United States, successfully complete all background clearances, and have a valid social security card.

**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](http://www.millersville.edu/spra/student-faculty-research.php)

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

Format: The Project narrative should be no longer than 5 double-spaced pages with one-inch margins, and typed in 1-point Times New Roman. Bibliographies are not required, but if included, should be limited to 2 pages. Bibliographies will not count toward the five-page limit.

Proposals will be reviewed by members of the MU community who are unlikely to be specialists in your area of study, therefore proposal narratives should be written in a way appropriate 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.

The project narrative should include the following four sections:

1. Student Statement
2. Project and Learning Plan
3. Dissemination Plan
4. Timeline

1. The Student Statement: This section should be based on relevant discussions between the student and mentor about the project and mentoring plan, and should describe
   • 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. The Project Narrative and Learning Plan: This section should describe the ideas, goals, and methods of the scholarly/creative project(s) on which the student and mentor will be collaborating, and should include:
   • A description of the nature of student engagement in the project including:
     o The relationship between the mentor’s scholarly/creative agenda and the student’s project or role in the collaboration
     o The learning objectives for the student
     o The relevant mentoring approaches and strategies to be used to achieve the learning and scholarly/creative objectives

   Please be specific regarding the scope of student activities and the skills that will be developed during the summer experience. The discussion of mentoring approaches and strategies must include:
   • How the proposed mentoring model will work
   • How that mentoring plan is appropriate for the particular discipline, and
   • How that plan will engage the student for the 10-week program.

3. The 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. The Timeline: Provide a detailed schedule for completing the proposed project within the 10-week time frame and discuss the feasibility of accomplishing the project goals within the 10-week period.