

Hints for Completing the SOURCE Summer Funding Application

1) Brief Proposal – Secret: Use Headings

Goals and Objectives

Project Description

Time Commitment

Project Relevance/Significance/Importance to Educational Goals

Budget Summary

2) Project Description – Secret: Make sure you use your words!

Don't let your mentor take this over and write it for you. It never works!

Within the project description you may want to write an overview of the project (i.e. what the mentor is working on), but it is most important that you describe your piece of this project. Even more specifically, you need to describe your piece of this project for the summer. Even if you plan to continue the work during the next academic year (for your capstone, for example), the project may seem too big and undoable if you include both the summer and academic year piece. Include both, but separate what you plan to accomplish in the summer and what you plan to accomplish during the next academic year.

3) Project Description – Please include information about your methodology.

4) Budget –

Science, Social Science & Engineering Students – Most of you will request up to \$3,500 in stipend support. If you are not planning to work full-time, decrease the amount of the stipend. We discourage project supplies, but if your mentor insists, I would recommend \$3000 for stipend and \$500 for project supplies. Travel and Project supplies section is geared towards humanities students. However, there are noted examples of when we have funded STEM students in these areas. Two examples: One astronomy student went to the Canary Islands. We funded a significant amount of equipment supplies for a physics student to complete her capstone/independent project. The department really did not have the equipment she needed.

Humanities – The travel and project supplies sections really are for you! You may need to go somewhere (DC, Paris, etc.) for research. Use this travel section. However, this funding cannot be part of class credited study abroad programs. This must be for your research.

Project Supplies: rarely can humanities faculty financially support students' research. SOURCE wants to help you. The travel section on your form as well as the budget justification section in your proposal may look something like this:

Flight - \$350 – Washington D

Housing & Board - \$1650 for six week stay

Research Expenses - \$500

TOTAL REQUESTED: \$2500

- 5) Your faculty mentor does not need to write a letter and complete The Faculty Sponsor Form. We only need the Faculty Sponsor Form.

Frequently Asked Questions

- 1) Overall what seems to be the readers' emphasis of consideration? Do-ability, Research Project Integrity, and educational value. Is this real research from which the student will learn, and is the described project do-able in the summer?
- 2) Can I apply for SOURCE funding after receiving SOURCE funding the prior summer? Yes.
- 3) I am in the midst of the application for SOURCE funding, and I have a question about how the proposal should be formatted. Specifically, what spacing should the proposal have? SOURCE does not have a required spacing (or font or font size).
- 4) I am writing up my project description and I can only fit it on one page single spaced. Is that a problem? Will that lessen my chances of getting the grant? I cannot think of anything else to write about my project. One page single space is fine. However, if it makes you feel better, make it double spaced.
- 5) Where can I get a copy of my transcript? From the Registrar's Office in Yost Hall.
- 6) What time is the application due on Feb 15 (or x date)? If you are emailing the application to me, the email must be sent before midnight. If you are putting in under the SOURCE door in Sears 451, make sure it is there before we arrive the next day.
- 7) Do students usually ask for the full \$3,500 stipend? Most do. However, for students who want to invest part-time in a project, they can request accordingly.
- 8) Do students usually submit applications planning to work full-time, 40 hours/week in their research? How many weeks do students usually plan to work during the summer? The formal summer programs are mostly 10 weeks in the summer typically beginning the Tuesday after Memorial Day. However, some students will begin working soon after exams and extend into August. These students are not living in campus housing, of course. They may work 30-35 hours per week. This question may also be more pertinent to those students who are working in laboratories across campus and not as related to our humanities and fine arts students.
- 9) Is the money from the stipend supposed to serve as compensation for time spent in the lab, or is it mainly for project expenses? For engineering and science students, the funding amount (up to \$3,500) is usually paid as a stipend. There have been exceptions. Humanities and fine arts students utilize the funding amount to cover a variety of expenses, including travel, housing and board, research expenses, etc.
- 10) Do professors often provide any compensation for student researchers working in their labs? Some do. However, our faculty provide your research expenses during the summer and some are more likely to offer compensation during the academic year when SOURCE stipend funding is not available.