

**2024 Undergraduate
Research Symposium**



strengthening communication, critical thinking and technical skills

ELIGIBILITY

The applying student(s) must be enrolled full-time pursuing a first undergraduate degree at the time of application. Only students enrolled at ICUNJ member institutions are eligible to apply. STEM majors are given priority in selection for funding, but all academic majors are encouraged to submit a proposal.

The applicant(s) must be capable of **completing all research work by February 23, 2024**, and presenting their research finding at the ICUNJ Research Symposium to be scheduled for March or April 2024 (exact date and location to be announced.).

Special Note: The Academic Dean at the institution of enrollment for the student(s) must approve the proposal thus confirming student access to equipment and resources to complete independent research.

QUALIFYING ACTIVITY

All proposals must be prepared and written by the student(s). Faculty members are encouraged to provide direction and assistance for a meaningful research experience.

Research must be conducted by the student(s) with faculty guidance for the work. Students are expected to conduct their research in compliance with any guidelines or restrictions outlined by their college or university. ICUNJ funding is not an acceptance of responsibility for the scope of research. The faculty sponsor and department dean should review any potential issues with the student(s) before approving application.

Should any proposal submitted to ICUNJ require funds from other grant programs, the dependency on other contributions should be noted as part of the original proposal. Please note if the additional funding has been approved or if the funding is pending. If funds are pending, the impact of absence of additional funds on overall project should be outlined.

Grant proposals should be typed and professional in appearance. Packets should be **submitted no later than September 30, 2023**, to ICUNJ, 154 West State Street, Trenton, NJ 08608, Attn: Research Symposium Review Committee or via email, ypanella@njcolleges.org.

Application packets should be submitted in their entirety (with the exception of the reference form).

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PROPOSAL CONTENTS

The proposal includes 6 specific components. An application will be considered incomplete if any element is not included. Incomplete applications cannot be considered.

Application

1. Application Form to be completed by student(s) – a separate form is required for each student who is part of the research project (all applicants are expected to participate in the culminating Symposium)
2. Student Activity and Responsibility Form to be completed by student(s)
3. Research Outline (*not to exceed 2 pages*)
 - Brief narrative of proposed project which should include each of the following:
 - * Rationale for proposed research
 - * Notation of relevant background literature (minimum of 3 literary sources)
 - * Research procedures to be employed
 - * Specific means of evaluation of findings
 - * Significance of the potential findings

In preparing the Narrative, the writer should assume the reader has little or no background in the specific research topic. Avoid the use of professional or technical jargon to the extent possible. Explain the rationale for the proposed research clearly and explicitly. Each grant request should demonstrate a specific focus and any evidence of preliminary work should be included to ensure that the research and its timetable are feasible.

Letters of Recommendation and Endorsement

4. A completed letter of recommendation form (a separate form is required for each student)
5. Faculty Member Endorsement.

Budget

6. Itemized Budget (preparation guidelines are provided separately)

The proposal should include an itemized budget. Each budget item requires justification. Faculty stipends are not allowed. At the discretion of the ICUNJ Research Review Committee, budget item maximums may be imposed on certain expenses.

REVIEW & SELECTION

Proposals will be evaluated by a panel consisting of, but not limited to, inter-institutional faculty and professional staff, ICUNJ Business Trustees and professional staff. To ensure a level of conformity to the program goals, eligible proposals will be evaluated on the following criteria:

- Research Merit
- Educational Benefit
- Appropriateness of the Proposed Method or Approach
- Capability of Applicant and/or Faculty Sponsor to Conduct the Proposed Activity
- Appropriateness and Feasibility of the Proposed Budget

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ICUNJ reserves the right to act to ensure broad participation by all its member institutions.

The award notification will be sent to the Faculty Sponsor with additional copies sent to the Academic Dean and university president. All funds will be distributed to the Department or Academic Dean, or their assigned, for disbursement as required.

SUMMARY OF FINDINGS

Each student grant recipient and non-funded participant will be required to **prepare and submit by February 23, 2024, a one-page abstract** (summary) of their research findings. In addition, the student will be required to present research findings at the ICUNJ Research Symposium (date, time and location to be announced).

Special Note: Sponsoring faculty members are expected to participate in the Symposium as evaluators of projects from other member colleges.

The ICUNJ Research Symposium is designed to enhance the student’s presentation skills and critical thinking. The presentation format will be in person unless it must be altered to allow for safety considerations. The presentations will use posters to relay work and results. Additional poster presentations will be permitted on a first-come, first-served basis and limited to a pre-determined number taking into consideration the total number of projects funded and presentations to be made at the Symposium. Poster template and guidelines will be provided as opportunities are awarded.

PROJECT TIMELINE

September 7, 2023	Call issued for Research Proposals from Students
September 30, 2023	Deadline for All Proposal Submissions
October 10, 2023	Project Funding Decisions Announced. <i>(All applications will receive a response regarding funding.)</i>
January 10, 2024	Interim Progress Report Due <i>(Supervising faculty signature required.)</i>
February 23, 2024	Conclude Research
March 11, 2024	Abstract of research findings/results due to ICUNJ
March/April 2024 (tbd)	Research Symposium – All funded applicants are required to attend. Students will be informed of date prior to funding distribution to assure student availability.