**TEAM Application for a Summer Research Fellowship**

**School of Arts & Sciences**

*Note: If this application does not include a student peer mentor, this application is to be authored by the* ***faculty mentor*** *in collaboration with the students who will compose the research team. If the project includes a student peer mentor, the* ***peer mentor*** *must author the application with feedback from the faculty mentor and in collaboration with the other students on the research team. Once completed, the proposal is to be uploaded to the Qualtrics application on behalf of the team (faculty and students) via a student designee selected by the faculty mentor.*

**\*\*\*Important privacy instructions: Students should not upload other students’ unofficial BannerWeb transcripts.** Each student should upload their own BannerWeb transcript directly to the URSF application.

For more information regarding Team Proposals please see <http://as.richmond.edu/student-research/summer-research/application-process.html> and select “Create and Submit Your Documents.” If you have questions about this program contact Professor Monika Siebert, URC Chair, at msiebert@richmond.edu

**Faculty Mentor Name:**

**Peer Mentor Name (if applicable):**

**Team Members (maximum of 5):**

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| **Student Name:** | **Student Class Year (FY, SO, JR)** |
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**Title of project:**

This should be an accurate, descriptive title in non-technical language.

**Faculty mentor and his/her departmental affiliation:**

**Body of Proposal**

**Part 1: Summary (200 words or fewer)**

Please provide a summary of the proposal, written to be accessible to a broader audience, that notes the central question or problem, and how/why the team approach is particularly appropriate for this project.

**Part 2: Approach and Plan (500-1000 words)**

* What is the central issue or question, and what is the background?
* What approaches/methods/techniques has the team selected? Why? (This section should be written to an expert audience.)
* When and where will the work take place? What resources are necessary? (lab, travel, museum or archive access, etc.)
* Clearly outline the roles of mentor and of each student researcher.
* What outcomes will each participant’s work lead to? For example, will all students do individual but linked posters or presentations at the A&S research symposium? Other examples might include a team written guide to software produced; a video of a performance written, produced, and performed; a collection and critique of the problem that draws on insights from the varied methods, etc. The faculty member may then be able to draw on the work further as part of an ongoing project, for eventual publication.
* **It is expected that the faculty member writes the proposal, however each student must contribute a paragraph outlining their understanding of the project and their part within the larger project.**

**Part 3: Literature Cited**

Provide a bibliography of works cited. References demonstrate your familiarity with the topic and with the scholarly background of your research project.

**Part 4: Experience**

The faculty mentor must attach a short CV (3 page max), to this document, that makes clear their background in the project area. Each student team member must attach their resumes, to this document, with relevant background coursework highlighted, and a resume.

*Note: The project mentor must also send a* ***letter of recommendation, to Robert Plymale*** [***rplymale@richmond.edu***](mailto:rplymale@richmond.edu) ***,*** *that addresses the strengths and readiness of the individual students on the team.*

**OPTIONAL ADDENDUM**

As a supplement to the salaried Summer Research Fellowship, the School of Arts & Sciences offers small research grants of up to $500 to help students cover the cost of research supplies, the recruitment of research subjects, or travel to conduct archival research. This grant can also be used as a travel grant to attend special research-related workshops, conferences, institutes and symposia. Costs that may be covered in those circumstances include transportation, lodging, meals and registration fees.

To be considered for a research grant of up to $500 per student, please itemize the team’s proposed expenses in the table below.

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| Expense | Dollar Amount | Justification |
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