

**FURMAN UNIVERSITY—OFFICE of  
UNDERGRADUATE RESEARCH  
2025 Summer Research Fellows Application Guidelines**

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**Faculty Application Deadline: Friday, February 14, 2025  
Student Application Deadline: Friday, February 28, 2025**

**THE 2025 APPLICATION**

- The faculty application is located on the [Undergraduate Research Website](#). Please read the remainder of these guidelines before submitting.
- Faculty members complete their application first and identify their prospective Fellow(s). The students then receive an email with their application link. The faculty application is due **Friday February 14, 2025** and student applications are due two weeks later, **Friday February 28, 2025**—i.e. the day before the start of Furman’s spring break. Early submissions are appreciated.

**PROGRAM DEFINITION:**

The Summer Research Fellows program offers students the opportunity to work as collaborative partners with a faculty mentor on research projects or creative activities. The experience must have scholarly merit (as appropriate to the respective discipline), usefully engage the Research Fellow as an integral part of the project, and have the potential to result in presentations and/or publications.

Projects should last a minimum 320 hours for the summer. The goal of the Fellows program is to provide students with a meaningful high-impact, engaged-learning experience. If a faculty member needs an assistant to complete simple tasks that do not involve the student as a collaborative partner, then the faculty member should seek support elsewhere, e.g. RPG or other departmental or university sources.

The successful student applicant will receive a \$3,500 fellowship payment.

**Housing:** Summer Research Fellows may live in oncampus housing, although they are not required to. Fellowship recipients will be eligible for a reduced Furman Summer Fellows housing rate. But the student must submit an application to the Office of Housing and Residence Life by its deadline—the portal for summer 2025 opens in January ’25 and closes on April 4th. The application for housing can be found at the [Housing and Residence Life Summer Housing Page](#).

Please note: the housing rate for summer fellows does not apply to MayX if the student enrolls in a voluntary MayX course. The exception is when the course is required by the faculty mentor and has been approved previously by the Office of Undergraduate Research. If a Research Fellow takes any other MayX course, then the research project should not begin until after MayX.

The UR Office has funding available to support students presenting at professional meetings/conferences, either virtually, or in-person, in the year following their fellowship. The application is available at the [Student Conference Travel Office](#).

**Faculty mentors, please note:** When you propose student applicant(s) to the UR Office, we assume that you indeed want to work with them. Subsequently, the UR Office will do everything it can to support that request by securing adequate funding. Therefore, faculty members should vet their applicants thoroughly before submitting them to the UR Office for funding.

**ELIGIBILITY:**

Full-time tenured or tenure-track faculty and Lecturers at the 4/5 level or above in any academic department are eligible to apply. Lecturers below the 4/5 level will be considered on a case-by-case basis. Any returning student who will be enrolled at Furman full-time in Fall 2025 is eligible to apply (this includes students who may take a leave of absence in the Fall); the program cannot support students who will graduate in May 2025. Any questions concerning the type of projects funded or the eligibility of a student should be directed to the Interim Associate Provost for Engaged Learning, Dr. Erik Ching ([erik.ching@furman.edu](mailto:erik.ching@furman.edu); 294-2119). Faculty who are making their first application for a Summer Fellow are particularly encouraged to contact Erik Ching to discuss the application process.

**CRITERIA FOR EVALUATION:**

The Office of Undergraduate Research seeks to support as many proposals that meet its minimum high standards as budgeting allows. At present, we expect to have sufficient funding to support all applications that receive the committee's approval. The Center for Engaged Learning Faculty Review Committee (composed of faculty from various disciplines across campus) will use the following criteria, not necessarily in this order, as the basis for awarding Fellowships.

1. The quality and clarity of the student's and mentor's applications
2. Evidence of the faculty mentor's intention to integrate the mentee(s) in a collaborative way and to provide an experience that meets the standards of a High-Impact Practice
3. Lack of an alternative funding source
4. Quality of the research/creative project proposed. The committee supports original projects that have scholarly/creative merit and that are likely to result in presentations or publications.

**FURTHER GUIDELINES:**

1. Faculty working with Research Fellows must commit themselves to work on the project during the period of the fellowship and to supervise the fellow adequately. Faculty may teach summer school or engage in other professional activities during the fellowship period provided that such activities do not interfere with the supervision of the Fellow or inhibit the progress of the project.
2. The fellowship entails a minimum of eight weeks of full-time work or its equivalent=320 hours. The actual work schedule is at the discretion of the mentor and the Fellow(s). If a student is enrolled in a MayX course, then the work has to begin after MayX. Students not enrolled in MayX may begin their project in May. Students are not eligible for the Furman Summer Fellow housing rate during May if they are enrolled in a MayX course that has not been preapproved by the academic department in question and the Office of Undergraduate Research—see above. Fellows should not hold other jobs (beyond a max. of 10 hours per week). Fellows may enroll in one summer course with the approval of the faculty mentor and the Director of Undergraduate Research. Fellows are not allowed to take two summer courses.
3. A faculty mentor may apply to work with one or more Fellows, or two faculty members may share a Fellow if their research project(s) warrants such arrangements. As for the latter, any such prospects should be brought to the attention of the Director of Undergraduate Research.
4. Research Fellows may spend some or all of the research period at an off-campus location, if off-campus work is necessary and adequate supervision by the Furman mentor can be provided virtually. Furthermore, students may apply for funding to support a summer research/creative project at another institution under the direction of a non-Furman faculty member. These students are defined as "Research Interns" and they may apply for funding through Furman's Internship Office.
5. All work involving the use of human subjects or animals must obtain approval from the appropriate

review board. Faculty often desire to involve students in this review process. If so, please be aware that all Institutional Review Board (IRB) proposals (exempt, expedited, or full review) must be reviewed and approved prior to beginning the research project which includes participant recruitment. Exempt and expedited proposals submitted after April 29, 2024, may have a longer approval time. Full review proposals will not be accepted after June 11, 2024. Please submit the complete application including your CITI certificate of completion to our IRB administrator and chair Brianne Pochard ([brianne.pochard@furman.edu](mailto:brianne.pochard@furman.edu)). Visit [www.furman.edu/irb](http://www.furman.edu/irb) for information on the necessary training to be completed by all researchers (faculty and students), as well as the forms for your application.

6. Research Fellows will be required to complete pre- and post-experience surveys, and a self-reflection writing exercise at the end of the summer. Each recipient of a Summer Fellowship is expected to present on their experience at Furman Engaged in April, 2026—specific date tbd. If a student cannot present at Furman Engaged due to a Furman-sponsored conflict (e.g. participation on a study-away program), the student should inform the Office of Undergraduate Research, which will arrange for an alternative presentation, e.g. at Family Weekend in Fall 2025. Failure to meet these requirements will disqualify the student for future funding from the Center for Engaged Learning.

7. Faculty members who mentor Summer Research Fellows through the UR office will receive a stipend of \$1500 for the first fellow and \$250 for each additional Fellow. Additionally, faculty mentors may access up to \$250 for each Fellow for materials and supplies related directly to the Fellow's project. Faculty travel expenses are not coverable. Any questions on acceptable expenditures should be directed to the Director of Undergraduate Research, Erik Ching.

8. The Office of Undergraduate Research is open to recognizing unpaid or volunteer Research Fellows. They may qualify for the Furman Summer Fellow housing rate if they meet the minimum requirement of working full-time for a minimum 320 hours. Please contact the Director of Undergraduate Research to discuss.

9. TFA-002. Students holding a Summer Research Fellowship through the UR Office will be enrolled automatically in the zero-credit TFA-002 course, "Summer Undergraduate Research." This course allows them to transcript their summer research experience at no additional registration cost. However, a Fellow cannot enroll in the TFA course if they are simultaneously applying any other credit-bearing research course to the summer research project. Research Fellows being funded by departments or offices other than the UR Office may elect to enroll in the TFA-002 course, but that registration process is done by the UR Office.

#### Additional Funding Source--SCICU

Students are welcome to apply for a SCICU collaborative student/faculty research grant. SCICU can cover a student fellowship payment (with the UR Office making up any necessary difference), but not faculty stipends—which are paid by the UR Office. Most notably, the SCICU fellowship can cover costs Furman's Summer Fellows Program cannot, including research related travel, and a higher materials/supplies budget. Applications are due in February 2025—specific date tbd. Guidelines can be found on the UR website. SCICU applications are written by the student, however faculty mentors should contact Furman's Director of Undergraduate Research in advance about a prospective application.