# Independent Research Grants

## Emory University

### PROGRAM DESCRIPTION

SIRE Grants support independent research and scholarly projects by undergraduate students. Grants are awarded to students in any field of the Arts and Sciences. Although the projects should be independent inquiries led by the undergraduate student, the student must have support of an Emory mentor. Grants assist students with expenses directly related to conducting research. During the grant review process, much emphasis is given to how well prepared the student is for the project but also how well the student is supported by his/her faculty mentor and the mentor’s expertise.

### AWARDS

- For grants not involving international travel, the total award will be up to $1500 (the application may be for a lesser amount).
- For grants involving international travel, the award may be up to $2500.

### STUDENT RESPONSIBILITIES

- Present work at a URP research symposium (fall or spring)
- Complete required expense reporting
- Take interesting photographs of yourself doing research for presentation & blogpost (Be sure to stay within IACUC & IRB guidelines)
- Write and submit midterm blog post or podcast
- Write research report upon completion
- Prepare PowerPoint presentation
- Submit all required documentation
- Attend URP workshops and end of year dinner

### ELIGIBILITY

- Applicant must be a currently enrolled Emory undergraduate student
- Grants are open to any student in any field at Emory

### DOCUMENTATION & PERMISSIONS

Several applicants will need to submit additional documents depending on the components of your research. Does your research require:

- Human participants/oral histories
- Access to archives, museums, records or works in a research space
- Foreign travel/language
- Animals

### APPLICATION REQUIREMENTS & DEADLINE

- Online application, see [here](http://www.emory.edu/SIRE)
- Unofficial transcript
- Project proposal describing significance of your research and methods you plan to use (guidelines attached)
- One-page personal statement (guidelines below)
- Detailed Budget
- Letter of recommendation Form from faculty advisor
- IRB approval documentation
- Foreign Language Report
- International Background Information

Application materials must be submitted online by midnight, Jul 1, Oct 24, Mar 10.

For additional program information, visit [http://www.emory.edu/SIRE](http://www.emory.edu/SIRE)
The following materials must be received online by midnight, July 1, Oct 24, Mar 10.

Application Instructions

**Complete application form online

**Upload your Unofficial Transcript

**Upload your One Page Personal Statement

**Upload your Detailed Itemized Budget

**Upload Project Proposal

**If your project involves humans, upload either your IRB Approval or IRB Exemption

**If your project involves animals you must provide your IACUC number in the provided space on your application

**If your project involves international travel upload an International Background Information AND a Foreign Language Report (if applicable)

**If your project uses records, archives or works in a research space upload written permission for use & access

Application Tips

• LETTER OF RECOMMENDATION: The faculty mentor is the faculty member who will oversee and can comment on the proposed project. Any Emory faculty member is eligible to support a College student for a SIRE grant. This letter of support should discuss the student's academic background, work ethic, overall potential as an independent researcher and scholar, and the mentor's willingness to mentor the student and his/her project. Your mentor is more likely to write a strong, supportive letter if he/she is familiar with your performance in the classroom or laboratory, work ethic, academic background, etc. If there are things you wish to address that don’t “fit” anywhere else in the application, let your letter writer know. It is essential that your faculty mentor have a copy of your research proposal in order to comment about your specific research plans. Have your recommender email his/her letter to ec.sire@emory.edu

• UNOFFICIAL TRANSCRIPT: You may download a pdf of your unofficial transcript from OPUS.

• ITEMIZED BUDGET: Outline the actual cost of your research; ask your mentor to estimate the cost of specific supplies, reagents, access to facilities, animal care, housing, participant incentives etc. Be sure to include all relevant expenses.

• PERSONAL STATEMENT: One-page explanation of how a funded independent research project will advance your academic & career goals. Specifically address how research fits into your goals.

• PROJECT PROPOSAL: Your proposal should follow the guidelines on the next page. The final version must be approved by your mentor.

Selection and Award Process

A selection committee will identify recipients; notifications will be sent via email.

If you have any questions about your grant application, please email ec.sire@emory.edu. Additional program information is available at www.emory.edu/SIRE.
NOTE: Write your proposal in a way that would be clear to someone outside of your discipline.

I. Proposal Title

II. Proposal Abstract (250 word max.)

III. Proposal Detail
   a. Background Briefly describe the relevant research (e.g. studies, theories, scholarly literature) that your project draws upon. Appropriately cite your research sources.

   b. Clearly stated hypothesis, research questions or project goal. What focused question/problem does your project address? How does your research build upon or contribute to existing work? What hypothesis will your research test? What premise underlies your creative project? You should be able to state this basic goal succinctly and clearly.

   c. Methodology / Experimental design. Describe your methods, materials and/or processes. What methods and materials will you use to collect, analyze and interpret your data? Or, what media and creative process will you employ in your creative arts project? In describing your research methods, be sure that you are as detailed as possible, and that you indicate your preparation and training for undertaking this research.

   d. Data and Analysis. What resources—people, archives, research centers, labs, and so on—will you draw upon to conduct your project?

   e. Anticipated results & Foreseeable technical difficulties. What form will your final project take? A paper, performance, online exhibition, presentation, etc.

   f. Timeline (week-by-week breakdown of activities) How will different stages of the research proceed and when will they occur? Within what timeframe will you complete the stages of your project.

   g. Evaluation & Dissemination—How will you know when research is complete? How will you share your findings?

   h. References / Literature cited (5 items maximum)

IV. Resources Needed—briefly address the following:

   a. Technical assistance (Expert contacts for background, statistical analysis, etc.)

   b. Other logistics (transportation, time constraints, assistance or equipment needed)

   c. Institutional approval—IRB, IACUC, research space access permissions. Your faculty mentor can help you determine what is needed. All requirements must be met before you begin working on your project.

V. Mentor’s Name and Department (You certify that the mentor has seen the final draft of the proposal)
**Students requesting funding to travel or conduct research abroad should contact the CIPA office to determine if there are any travel restrictions involving undergraduate travel to the location.**

For those proposing a project involving international travel, be sure to address the following additional issues as part of your proposal. In most cases, this additional information will be a part of the sections listed above, rather than a separate addendum. Your proposal may be as long as 4 pages in order to allow you to address these issues:

- **Personal Logistics:**
  - Describe how you will make contact, gain access, and establish living arrangements at your research location, including:
    - Your contacts with members of the local community, researchers, and institutions who may be of assistance in your research or with logistics
    - Where you will reside, with whom, and how local logistics will be arranged with those familiar with your site.

- **Overseas Research Logistics**
  - Describe how you will realistically gain access, make contact, and establish ongoing relations with the persons during your overseas study. If you are planning to interview people, how will you locate them, inform them about your research, and obtain their permission to participate?
  - How will you maintain records and documents of your experience in a way that maintains and protects the confidentiality of your informants?
  - If your project involves archival, textual, or material cultural materials, describe where and how you will effectively gain access to and use of these materials, including photo reproduction or other permissions.

- **Cultural Experience:**
  - Describe and explain your prior cultural understanding, background, and experience with the culture or culture area in question. Include but do not limit yourself to description of relevant academic training
  - Are you aware of culturally sensitive topics in traveling and researching in this site? If so, please describe and explain how you would address these issues.
  - What guide books, travel guides or other information have you used to familiarize yourself with the country/area, and how have you used or will use these sources?

- **Language:**
  - Language Logistics: If you are not completely fluent in the local language, how will you circumvent or otherwise deal with this fact? To what extent will translators or language helpers be needed, and how will such persons be recruited and compensated?

- **Personal Challenges and Security**
  - Do you have any personal characteristics - such as gender, national or ethnic identity, or otherwise - that will pose special challenges to your research given the cultural and social characteristics of your research location? How will you respond to these challenges?
  - Are there any special challenges of safety or security that your research poses? How will you address these to reduce your risk to an acceptable level?

- **Research Access/Permissions**
  - Do you have written permission to access archives, materials, records and works in a research space, museum or facility?
  - Do you have an established contact in the research space you plan to access for your research project?
Institutional Review Board (IRB)

If your project involves human subjects, you will need to obtain either IRB approval or an exemption dependent on your proposed project.

Human subject is defined as a living individual about whom an investigator conducting research obtains (1) Data through intervention or interaction with the individual, or (2) Identifiable private information.

If you are unsure whether your research project requires IRB review you may utilize the IRB determination tool:
http://www.irb.emory.edu/forms/review/request.html

Additional Awards

FCHI/SIRE Fellowship

The Fox Center for Humanistic Inquiry (http://fchi.emory.edu/home/) is a focal point for humanities research at Emory University, and is dedicated to providing occasions and spaces for encouraging intellectual community and scholarship across disciplines. Students in the humanities and humanistic social sciences awarded a SIRE Grant can apply to be a FCHI/SIRE Fellow. The Fox Center will offer up to four undergraduate fellowships fall and spring to support work on SIRE projects. Selected students will be awarded shared office space in the FCHI, plus the opportunity to participate in the intellectual life of the Center and its programs.

If you would like to be considered for a FCHI/SIRE Fellowship, you should attach a 100 word essay to your application. In your essay, describe how being part of an interdisciplinary humanities research center would enhance your work. More information on previous FCHI/SIRE Fellows projects can be found at https://foxcenterresearchcommons.wordpress.com/.

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<thead>
<tr>
<th>Supported Research Expenses*</th>
<th>Research Expenses NOT Supported*</th>
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<tbody>
<tr>
<td>• Travel (housing, food, transportation) to libraries, archives, or research sites</td>
<td>• Photocopying costs of materials from the Emory library or a local library</td>
</tr>
<tr>
<td>• Purchase of laboratory reagents</td>
<td>• Purchase of equipment i.e. cameras, computers, printers etc.</td>
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<tr>
<td>• Payments to human participants or purchase of animals</td>
<td>• Books or materials available at Emory’s library or through interlibrary loan.</td>
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<tr>
<td>• Photocopies of research documents at research site</td>
<td>• Funds are not provided for 'general purpose' research supplies shared by multiple users or projects</td>
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<tr>
<td>• Production costs for creative arts project</td>
<td>• Research funds cannot be used to support research at another university</td>
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<td>• Photocopies taken at research site and approved books</td>
<td>• Printing and production of honor’s thesis</td>
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<tr>
<td>• Long distance phone calls or postage</td>
<td>• Travel to conferences</td>
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<td>• Lessons or professional development fees</td>
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*Not an exhaustive list