

## Request for Applications and Submission Guidelines

***Application Deadline: Wednesday, February 26<sup>th</sup>, 2025***

For more information, contact [NCUIRE@asu.edu](mailto:NCUIRE@asu.edu)

- All four types of awards are available: NCUIRE Research Assistantships, NCUIRE Team Awards, NCUIRE Scholarships, and NCUIRE Fellowships. Each is described in more detail below.
- NCUIRE awards can support projects during summer 2025 or the 2025-2026 Academic Year (Fall 2025- Spring 2026).
- NCUIRE Stipends and class credits awards are for students currently enrolled in New College Majors. ASU students who are not in New College majors can only receive academic credit for NCUIRE participation.

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## Background

Undergraduate research is integral to the student-centered, interdisciplinary education that New College faculty provide to their students. Benefits provided to students, faculty, and campuses are manifold and well-documented. The **New College Undergraduate Inquiry & Research Experiences (NCUIRE)**, pronounced “Inquire”) program engages New College undergraduates in meaningful research partnerships with faculty and other undergraduate scholars.

## Awards

To foster high-quality, high-impact research experiences, awards are made to support meaningful student-faculty collaborative research experiences. Four types of awards are supported by NCUIRE: **NCUIRE Research Assistantships**, **NCUIRE Team Awards**, **NCUIRE Scholarships**, and **NCUIRE Fellowships**. Features of each are detailed below and summarized in Appendix A.

**NCUIRE Research Assistantships** allow students to participate in research early in their college careers. In particular, these awards are intended for students with little to no prior research experience. The duration of the awards is a single semester or summer session. Research Assistants generally work closely with other student researchers to begin to learn the craft of inquiry. Research Assistants are not expected to commit as much time to the NCUIRE project as NCUIRE Scholars and Fellows (see Appendix A). It is anticipated that most students applying for NCUIRE Research Assistantships will be freshmen or sophomores. The application process is brief and consists of: 1) a summary of the student role in the project articulated and submitted by the faculty mentor and 2) a brief (100 words or less) statement provided to the proposed faculty mentor by the student describing why s/he wishes to participate in NCUIRE and the creative/research project.

**NCUIRE Team** awards allow teams of two or more (typically not more than six) students to collaborate with one another under the guidance of a single faculty mentor on a single creative/research project. As is the case with NCUIRE Research Assistantships, the duration of an NCUIRE Team award is a single semester or summer session. NCUIRE Team awardees are expected to commit to the project an amount of time comparable to that of NCUIRE Research Assistants (see Appendix A). As with NCUIRE Research Assistantships, no prior experience with research or creative endeavor is required; however, NCUIRE Team awards provide opportunities for students with varying levels of experience to partner and collaborate in synergistic ways. For example, team members with some experience in research and creative

endeavor can support and mentor other team members with less experience. For NCUIRE Team awards with four (4) or more student team members, a \$500 supplies budget is included. The application consists of: 1) a brief summary of the objective(s) of the team and anticipated contributions of each team member articulated and submitted by the faculty mentor, and 2) brief (100 words or less) statements provided to the proposed faculty mentor by each prospective team member describing why s/he wishes to participate in NCUIRE and the creative/research project.

**NCUIRE Scholarships** support students who are beginning to understand and appreciate the nature of research, inquiry, and creative activity. NCUIRE Scholars may have had some prior research experience, but this is not necessary. For example, prospective NCUIRE Scholars may have begun to learn about research and inquiry in relevant coursework. It is anticipated that most students applying for NCUIRE Scholarships will be sophomores, juniors, or seniors. The application process is proposal-based and requires the student applicant and faculty mentor to co-author a proposal. The duration of these awards is either an academic year (two semesters) or a summer (both summer sessions).

**NCUIRE Fellowships** support former NCUIRE Scholars and students who have had significant prior experience with research and creative activity as they continue to advance their research. Prospective NCUIRE Fellows need not necessarily work with the same faculty mentor with whom they worked as NCUIRE Scholars. It is anticipated that most students applying for NCUIRE Fellowships will be juniors or seniors. The application process is proposal-based and requires the student applicant (often, but not necessarily, a former NCUIRE Scholar) to demonstrate a clear and primary role in authoring the proposal. The duration of the awards is either an academic year (two semesters) or a summer (both summer sessions).

NCUIRE Research Assistants should anticipate time commitments of 6 hours per week for academic year awards and 96 total hours for summer awards. NCUIRE Team awardees should anticipate time commitments of 6 hours per week for academic year awards and 96 total hours for summer awards. NCUIRE Scholars and Fellows are expected to work 9 hours per week during the semester. For summer awards, NCUIRE Scholars and Fellows are expected to work 288 total hours. All awards include a student stipend OR academic credit (see Appendix A), and a budget for supplies for the project (up to \$500) is provided to support projects conducted by NCUIRE Scholars and Fellows as well as projects conducted by NCUIRE Teams composed of four (4) or more students.

Items eligible for purchase using NCUIRE supplies funds must be essential to conducting the specific research activities outlined in the proposal. Funds for supplies that accompany NCUIRE awards cannot be accessed beyond the last semester during which the award was active.

Stipends will be paid in installments OR academic credit will be awarded after satisfactory progress reports are submitted to the NCUIRE program via the NCUIRE webpage.

All students receiving funding or academic credit for participation in NCUIRE program are required to participate in activities that foster a sense of community among cohorts of NCUIRE awardees. All awardees are required to present results and/or progress at the New College Undergraduate Research and Creative Projects Symposium (hosted at ASU West every spring semester) and at additional relevant events that highlight undergraduate research in New College.

### **Eligibility**

Only ASU New College students (students with majors in New College) can receive NCUIRE stipends, but any ASU student working with a New College faculty member is eligible to receive academic credit.

### Students

For academic year awards, students must be enrolled in at least 6 credits during each semester of the award. For summer awards, students must be enrolled in at least 6 credits in the fall following the summer award. Students may submit only a single application.

Participation in the NCUIRE Program by Barrett Honors students is encouraged and represents an extraordinary opportunity to enhance the Barrett experience. Research and creative activity supported by the NCUIRE program and performed as part of Barrett thesis research need not be entirely separate. Indeed, Barrett students might consider using their NCUIRE research in their required honors thesis. NCUIRE applicants should be aware that NCUIRE faculty mentors typically require NCUIRE participants to present results of their research via mechanisms (poster presentations, oral presentations, publications, etc.) that are in addition to the Barrett thesis.

## Faculty

Faculty with contractual research assignments (tenured, tenure-track, and others such as clinical faculty with contractual research assignments) are eligible to support NCUIRE Research Assistant, NCUIRE Team, NCUIRE Scholar, and NCUIRE Fellow applications. In each application cycle, these faculty can support no more than:

- two (2) total NCUIRE Scholarship and NCUIRE Fellowship applications AND
- NCUIRE Research Assistantship OR NCUIRE Team applications supporting no more than a total of six (6) students.

Lecturers are encouraged to participate in NCUIRE by supporting NCUIRE Research Assistant and Team applications. Lecturers may support no more than a total of six (6) student applications via NCUIRE Research Assistantships OR NCUIRE Team applications. In recognition that Lecturers' service as an NCUIRE mentor is in addition to their contractual assignments, Lecturers will receive a \$150 stipend for each NCUIRE Research Assistant or NCUIRE Team mentored.

For faculty with less than full-time assignments, the number of applications that can be supported is reduced according to the percent assignment. For example, a Lecturer with a 66% (0.66) assignment is eligible to support up to four (4) NCUIRE Research Assistantship applications ( $0.66 * 6 \text{ applications} = 4 \text{ applications}$ ).

## Projects

All research and creative activity conducted by New College faculty with New College students is eligible for NCUIRE support. NCUIRE funds are intended to support student-faculty collaborative research and creative activity.

Applicants with questions regarding whether a potential project is eligible for NCUIRE support are encouraged to contact the NCUIRE program director ([NCUIRE@asu.edu](mailto:NCUIRE@asu.edu)) prior to submitting an application.

Projects to be funded by mentor-identified, external support can be submitted to the NCUIRE program at any time. All applications will be evaluated using the review criteria detailed in Appendix B and C. For additional information, contact the NCUIRE program director ([NCUIRE@asu.edu](mailto:NCUIRE@asu.edu)).

### NCUIRE Research Assistant and NCUIRE Team Application Guidelines and Review

- All applications must be submitted by midnight on **Wednesday, February 26th, 2025**
- Applications are submitted online via the “How to Apply” function of the NCUIRE webpage (<http://ncuire.asu.edu>)
- An overview of the project and the role of student(s) in the project is articulated by the faculty mentor in a brief statement submitted online. Each student provides to the faculty member a statement (100 words or less) describing why s/he wishes to participate in NCUIRE and the creative/research project.
- If a faculty member is supporting more than one application, each application must be unique and tailored to each student’s particular interests, background, goals, and aspirations.
- NCUIRE Research Assistantships and Team awards are intended to support students with very little to no prior research experience.
- Applications will be reviewed by an interdisciplinary committee using the using criteria detailed in Appendix B. Proposed activities and outcomes should be described as specifically as possible using language and terminology readily comprehensible by readers outside of the applicant’s discipline.
- Please forward questions, comments, or requests for feedback on unfunded applications to [NCUIRE@asu.edu](mailto:NCUIRE@asu.edu)

### NCUIRE Scholar and NCUIRE Fellow Application Guidelines and Review

- All applications must be submitted by midnight on **Wednesday, February 26th, 2025**
- An NCUIRE Scholarship/Fellowship Application Cover Page, available via the NCUIRE program webpage (see “Apply Here” section), must be submitted by the faculty mentor.
- NCUIRE Scholarship/Fellowship Application Cover Page should be emailed to NCUIRE email address as a single PDF File <[NCUIRE@asu.edu](mailto:NCUIRE@asu.edu)>
- The application should be written by the student with the professional advice, counsel, and mentoring of the faculty collaborator. For NCUIRE Fellowships, the student should have a clear and primary role in authoring the application.
- If a faculty member is supporting more than one application, each application must be unique and tailored to each student’s particular interests, background, goals, and aspirations.
- Applications are limited to five (5), double-spaced pages of text (at least 11 point font) and should include:

- 1) a description of the research problem/question and/or the creative goal to be addressed,
  - 2) an overview of the methodologies to be employed,
  - 3) a statement describing the professional benefit(s) the student will receive through this award,
  - 4) an assessment of the feasibility of the project that considers the student's academic background and other preparation necessary to embark up on this project,
  - 5) a detailed timeline,
  - 6) a list of anticipated outcomes and/or products that will result from this work, and
  - 7) a project budget (NOTE: all expenses will be assessed an ASU 8.5% service charge)
- Applications will be reviewed using the using criteria detailed in Appendix C. Proposed activities and outcomes should be described as specifically as possible using language and terminology readily comprehensible by readers outside of the applicant's discipline.
  - Please forward questions, comments, or requests for feedback on unfunded applications to [NCUIRE@asu.edu](mailto:NCUIRE@asu.edu)

## Appendix A: Features of the four types of NCUIRE Awards

Award Type	Award Amount	Duration	Time Commitment	Application
<b>NCUIRE Research Assistant</b>	\$625 stipend OR 2 credits (499, etc.)	One semester or one summer session (session A or B)	6 hours per week (semester award); 96 total hours (summer award)	Brief application with project overview and student role articulated by faculty mentor
<b>NCUIRE Team</b>	\$500 stipend per student team member OR 2 credits (+ \$500 supplies for teams with 4 or more members)	One semester or one summer session (session A or B)	6 hours per week (semester award); 96 total hours (summer award)	Brief application with project overview and student team member roles articulated by faculty mentor
<b>NCUIRE Scholar</b>	\$2,500 stipend OR 6 credits (499, etc.) + \$500 supplies	One academic year or one summer (both summer sessions)	9 hours/wk. (academic year award); 288 total hours (summer award)	Proposal-based application in which student and faculty mentor co-author proposal
<b>NCUIRE Fellow</b>	\$3,000 stipend OR 6 credits (499, etc.) + \$500 supplies	One academic year or one summer (both summer sessions)	9 hours/wk (academic year award); 288 total hours (summer award)	Proposal-based application in which student (often a former NCUIRE Scholar) has a clear and primary role in authorship



**Appendix B: NCUIRE Research Assistantship and NCUIRE Team Application Review Criteria**

Item	Response ( 1 = strongly disagree; 5 = strongly agree)				
Descriptions of activities the Research Assistant/each Team member will perform are complete and readily comprehensible by readers outside of the applicant's discipline.	1 Not comprehensible; jargon-laden	2	3	4	5 Very comprehensible; jargon-free
Activities the Research Assistant/Team member will perform are appropriate to her/his level of prior experience in research and/or relevant coursework. (NCUIRE Research Assistantships and Team awards are intended to support students with very little to no prior research experience.)	1	2	3	4	5
Activities the Research Assistant/Team members will perform can be accomplished during the timeframe in which funding is requested.	1	2	3	4	5
The Research Assistant's/Team member's research skills will be developed through mentoring by the faculty mentor and/or other student researchers.	1	2	3	4	5
The student applicant(s) has/have clearly articulated why s/he wishes to engage in NCUIRE and participate in the proposed work.	1	2	3	4	5
The application is unique and tailored to the student's particular interests, background, goals, and aspirations.	1	2	3	4	5

**Appendix C: NCUIRE Scholarship and Fellowship Application Review Criteria**

Item	Response ( 1 = strongly disagree; 5 = strongly agree)				
A clear description of the research problem/question and/or the creative goal to be addressed is provided.	1 Not comprehensible; jargon-laden	2	3	4	5 Very comprehensible; jargon-free
A lucid overview of the methodologies to be employed is presented.	1	2	3	4	5
The student will receive professional benefits from participating in the activities described in this application.	1	2	3	4	5
The project appears feasible.	1	2	3	4	5
The timeline is reasonable, adequately detailed, and demonstrates that the outcomes of the project will be realized.	1	2	3	4	5
Meaningful outcomes and/or products (e.g., publications, presentations at regional/national meetings, etc.) will result from this work.	1	2	3	4	5
Funds requested for supplies are well-justified and required for the work described in the application	1	2	3	4	5
The application appears to have been crafted jointly by the student and faculty collaborator (for NCUIRE Scholars) or primarily by the student (NCUIRE Fellows).	1	2	3	4	5
The application is unique and tailored to the student's particular interests, background, goals, and aspirations.	1	2	3	4	5

