**W.M. Gibson Student Fellowship Application**

***(work performed between July 1, 2023 and June 1, 2024)***

**Description**

The Walter Maxwell Gibson endowment will provide fellowships to conduct undergraduate research or projects. Funding may be available for consumables or travel to conduct your research/project, depending on the number of applications and the amount of earnings. The awards will be competitive and must meet the following conditions:

1) The research or project must contribute to the fields of engineering, computer science or mathematics. **While projects, which test or verify known results, will be considered, priority will be given to research, which produces new contributions to one of these fields.**

2) Research or projects must have a Faculty or Staff Principal Investigator (PI) and at least one Student Co-Principal Investigator (CoPI).

3) Projects using human subjects must obtain appropriate IRB approval prior to project initiation, with proof of approval submitted to cecs@suu.edu.

4) The receipt of funding obligates a public presentation of the project in the format accepted by professionals within the discipline. It is required that you present at least to the following:

1. A state or regional venue. Possible venues are Utah Conference on Undergraduate Research (UCUR) or Utah Academy of Sciences, Arts & Letters

***AND***

1. A campus venue. Possible campus venues are a department seminar or the Festival of Excellence.

With permission, a publication or journal submission may be accepted in lieu of a presentation.

5) The receipt of funding also obligates a summary report (including abstract and final expense report) which must be submitted by June 1 of the academic year for which funding is granted. Please use the template found at <https://www.suu.edu/cecs/dean.html> for this report and submit it to cecs@suu.edu before the deadline.

**Eligibility**

The faculty or staff PI must be a full-time employee of the College of Engineering and Computational Sciences (CECS) in engineering, computer science or mathematics. The student CoPI must be a current CECS undergraduate majoring in engineering, computer science or mathematics with at least one academic year remaining on campus—with full-time enrollment status during their final year.

**Amount**

Gibson Fellowship amounts, including student salary and consumables, range from $3000 - $6,000 per project, per fiscal year, depending on number of applications and available funding.

**Deadline**

5:00 PM, local time, March 10, 2023

**Application Process and Criteria**Complete applications should be ***submitted by the faculty or staff member*** to cecs@suu.edu *Application emails must include the title “Gibson Research Fellowship Application” with the faculty or staff member’s name.*

***The committee will not consider incomplete applications***. A complete application is
**a single PDF file titled “Gibson Fellowship Application", consisting of the following documents-- in order**.

1) A completed and signed application

2) A project description ***framed in terms that someone not familiar with that discipline can still understand***, ***not to exceed 2 pages***, which includes:

a) an introduction that places the project in the broader context of the discipline and clearly explains the rationale or justification for the project

b) a clear statement of the goals, objectives, or hypothesis being tested

c) a concise description of the methodology to be used

d) a timetable for activities associated with the project

e) an explanation of previous work performed and funding received, if applicable

3) Budget breakdown. Include an itemized list of materials and/or travel plans and include the number of planned hours of work by the student.

4) Student research vita *(a short CV is preferred)*



***Walter Maxwell Gibson Research Fellowship***

***Application/ Cover Sheet***

| Student Applicant Information (If more than one student working on project, list lead Student and include information on others on additional page) |
| --- |
| Last Name |  | First  | T-Number  |
| Phone |  | E-mail Address |  |
| Academic Standing / Planned Graduation Date | Major |  |
|  |
| Faculty Mentor Information |
| Last Name |  | First |  |
| Department |  |
| Phone |  | E-mail Address |  |
| Position If submitting more than one project, projects must be ranked A, B, C, etc. |
|  |
| Project Information |
| Title |
| Anticipated Start Date |  | Anticipated completion date |  |
| Will this project use human subjects? | YES  | NO  | If yes, IRB approval must be obtained prior to the initiation of the project. |
| Amount Requested: |  |  *(For Office Use only) Amount funded:*  |

| SignatureS |
| --- |
| Student (CoPI): My signature below indicates that the information I have supplied to support this application is accurate and complete. I agree to present the results of my research project at the venues outlined in the application. I understand any funds allowed for materials/supplies must be spent and items received by Jun 30 of the academic year funded.  ***I acknowledge that I am familiar with SUU's Intellectual Policy, 5.52, and that I will adhere to it with regard to my research project. Otherwise, I agree that any equipment or consumables purchased with grant funds, and any product or equipment developed as a result of this research, will remain the property of the College of Engineering and Computational Sciences.*** |
| Signature |  | Date |  |
| **Faculty or Staff Mentor (PI)** - My signature below indicates my commitment to assume responsibility for all aspects of this project including: 1) obtaining any necessary permits or approvals, 2) ensuring that all funds are spent in accordance with Walter Maxwell Gibson Research Fellowship policies, and 3***) ensuring that all expenditures are adequately documented and a final report is submitted to the CECS Walter Maxwell Gibson Research Fellowship coordinator in a timely manner.*** |
| Signature |  | Date |  |

Project Description:

Include (a) an introduction that places the project in the broader context of the discipline and clearly explains the rationale or justification for the project, (b) a clear statement of the goals, objectives, or hypothesis being tested, (c) a concise description of the methodology to be used, (d) a timetable for activities associated with the project and (e) if applicable, an explanation of previous work performed and funding received.

Project Description continued, if needed (***not to exceed 2 pages)***

| **BUDGET BREAKDOWN** |
| --- |
| Category | Total Funds Needed | Funds Requested from Walter Maxwell Gibson Research Fellow Fund |
| **Materials & Supplies*****(Provide an itemized statement for the items needed on the next page)*** **NOTE: equipment purchased with these funds becomes the property of SUU/CECS** |  |  |
| **Travel Expenses***(Verify that you are using travel office rates for meals and mileage.)****(Provide an itemized statement if needed on the next page)*****NOTE: Travel purchased with these funds is only to conduct research, not for presentations** |  |  |
| **Wages - calculated at $15/hour****Total Hours:** |  |  |
| **Starting Date:** |
| **Ending Date:** |
| **Planned Hours per Week:** |
| **Other** |  |  |
| **TOTAL** |  |  |

Itemized Material and Supply Expenses (if needed)

| Item | Supplier | Item # | Description | Cost | Quantity | Total |
| --- | --- | --- | --- | --- | --- | --- |
| Printing |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total: |  |

Itemized Travel Expenses (if needed)

| Traveler Name | Purpose | Destination | Expense Category \* | Description | Planned Amount |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total: |  |

\*Expense Categories include Airfare, Lodging, Per Diem, Conference, Private Vehicle, Motor Pool Vehicle, Other