



Reeves Summer Research Program Guidelines

The Reeves Summer Research Program, endowed by the Reeves Foundation, awards funding to student-faculty research teams for summer activities including research, scholarship, and creative activity. The following guidelines govern the administration of the grant process:

1. The Academic Enrichment Programs Committee reviews and approves applications.
2. The program assumes a 10-week summer research partnership with a faculty mentor and student researcher that begins on June 1. Research teams may spend part of the research period at another location (off-campus), if off-campus work is necessary or educationally desirable. However, adequate supervision must be provided while the student is at the off-campus site and the faculty mentor must remain the primary supervisor of the project.
3. Each project receives funding for the following: a stipend for the supervising faculty member, a stipend for the student involved, a housing allowance for on-campus student lodging, a travel allowance to assist the student to present the project results at a conference or comparable professional venue, and a budget for the project's operational expenses as proposed by the faculty member.
4. Deviations from proposed budgets **will not** be reimbursed without prior written approval from the Director of Undergraduate Research. Approval from the Director of Undergraduate Research is required prior to travel and/or registration in order to guarantee funding.
5. All work involving the use of human subjects and animals require the approval of the Research Review Board. Please contact Dr. Amie Naylor, the chair of the review committee, at anaylor@wingate.edu for more information.
6. Proposals may be submitted in any academic discipline represented in the University. While some attention will be paid to distribution of awards across disciplines, each proposal will be judged on its own merits. Interdisciplinary proposals are welcome.
7. In deciding which proposals are to be selected for sponsorship and at what funding level, the Committee considers scholarly merit of the project, degree of student involvement, student GPA, feasibility of the proposal as a collaborative summer project, budgetary implications, potential for publication of results, impact of the project on the faculty member's professional growth, and the impact of the project on the student's educational development.
8. All full-time faculty members who are not on one-year or terminal appointments are eligible to apply for the Reeves Summer Research Program.

9. Faculty receiving summer research grants will be expected to spend full-time on the projects and will not teach summer school during the summer of award, unless deemed necessary by their respective Dean.
10. Generally, the faculty researcher identifies the student(s) with whom he or she will work. Students selected for participation will show the ability to work independently, strong preparation in relevant classwork, and a minimum cumulative GPA of 3.0 at the time of application. If the student does not have a GPA of 3.0, the faculty member and student should address this in the application.
11. The faculty mentor and student researcher will complete a “Creative and Investigative Partnership Learning Contract”, including a description of responsibilities and method of evaluation and submit this contract to the Director of Undergraduate Research prior to the start of the research project. The faculty mentor is responsible for supervising the activities outlined in this contract and focusing on the projected student learning outcomes. Changes and/or deviations from the original research proposal and/or learning contract must be approved by the Director of Undergraduate Research.
12. The student involvement is expected to be substantial and should not be considered merely faculty research assistants. Therefore, students should not plan to take summer school courses nor work full-time at another on- or off-campus job during the summer of the award, unless approved by the Director of Undergraduate Research.
13. **By October 1**, each faculty member will submit to the Director of Undergraduate Research an evaluation of the project experience and a project report. The project report should summarize the activities conducted, the results obtained, the plans for publication, and impact or prospective impact of the project on the careers of the faculty member and the student. Failure to submit a timely report may make the faculty member ineligible for future awards.
14. **By October 1**, each student researcher will submit a written reflection paper about their summer research project and complete an evaluation of their research experience. Each student researcher will also submit a written reflection paper to their faculty mentor and the Director of Undergraduate Research midway through the research project (**by July 7**). Students will also be required to participate in the Wellspring Symposium for the closure of this project in the fall of 2023. Failure to complete these items or participate in the aforementioned activities may impact funding awarded by the Director of Undergraduate Research, including future research grants and/or conference travel.
15. Any monies allotted to support project research must be spent and receipted in a timely manner. It is expected that all receipts will be dated on or after June 1 and on or before August 17 for expenses incurred for summer research. Receipts for monies used for professional travel may be dated after August 17, but must be dated on or before May 1, 2024. Receipts for research expenses (not professional travel) must be submitted by October 1 to the Director of Undergraduate Research. Receipts submitted after October 1 will not be reimbursed with the exception of monies used for professional travel.