OSCAR
URSP NARRATIVE GUIDELINES
The Undergraduate Research Scholars Program (URSP) is a flexible opportunity providing funding for a student and their mentor to address a scholarly question during a semester.

General Guidelines
This application is for a competitive grant. Always use complete sentences and a professional tone. Your audience is the Student Scholarly Activities subcommittee, an interdisciplinary group with faculty and student representatives from across campus. Be sure to explain concepts and define acronyms clearly that will not be familiar to a general collegiate audience. Applicants are expected to stay within the word limits of the field in the application. The process of completing this application increases your written communication skills and general understanding of the research process.

Tell Us About Yourself (cover letter/personal statement)
- Tell us about your background or experiences that lead you to this project. (300 word limit)
    o In this section, you should write a short personal statement that explains your background and interest in the project. Why you? Why this project? Why are you interested in this project? What personal or academic experiences lead you here?
- How will this project help you reach your personal and/or career goals? (200 word limit)
    o Be specific about how this project fits into your broader educational and professional goals.

Project Description and Background Information
- Describe the established academic background for your project, as a brief literature review, with citations appropriate for your field. (300 word limit)
    o This section of the proposal should provide a discipline-specific context and rationale for the project. You should cite appropriate research and/or creative literature using in-text citations. You may end the section with the question you plan to answer. Creative and/or performance-based projects may describe the work of others as examples. What did you read, or watch, or listen to that lead you to your question or project?
- Provide a brief overview of your project. (300 word limit)
    o Here is your opportunity to write a brief summary of what you are proposing to introduce the reviewers to your project. Briefly summarize the project, as if you were writing and abstract. What are you doing? How are you doing it?
- What research or creative question will your project work to address? What is the knowledge or creative gap that you are filling? (150 word limit)
    o This paragraph should clearly define the scholarly question. Make sure to connect the question to the established background described previously. The applicant should identify how this work will add to the "big picture" by contributing to the knowledge of the discipline. How will this original project address a knowledge gap in your field? Why is your project significant?

Process
- Describe the creative process, research design, and/or methods you will employ to complete the project. (200 word limit)
    o In this section, you should describe the creative process, research design, and/or methods you will employ to complete the project. A list of steps may be appropriate. Please include only work you will do during the time during which you are funded. What will

you do during the semester or summer? What will you do to answer your question or complete your creative activity?

- Describe how your mentor will support your project goals (150 word limit)
  - Explain why your mentor is the mentor of choice for your project. How will they support you, for example, with regular meetings, guidance on project execution, or direct, personal mentoring in a laboratory or field project? You will need to discuss this with your mentor before completing this part of the proposal. Why did you pick this mentor?
- Include a description or list of materials and equipment necessary to complete the project, if applicable. (150 word limit)
  - A description of materials and equipment necessary to complete the project should be included. If you need resources not available at Mason (e.g. a unique instrument or manuscript) to complete the project, you should obtain access to those resources before submitting your proposal and include a statement to that effect in this section. If you don't need anything you may put N/A in the box.

Timeline

- If applicable, briefly explain any preliminary work you have done for this project. (50 word limit)
  - Write N/A in the box if you haven't done any preliminary work. You answer here will not affect your funding.
- Write your expected timeline in the format of schedule, every two weeks, for the length of the program. (200 word limit)
  - Please explain how you will invest your time during the semester to complete the project. Consult with your faculty mentor regarding the different sections of the project and provide the review committee with a plan of work including detailed timetables for the semester.
- If applicable, detail any work you plan to complete after the program is over. (50 word limit)
  - Some projects take more than one semester of summer to complete. Let us know if you plan to continue to work on the project after your semester of funding. Write N/A in the box if you do not plan to continue to work on the project. Your answer will not affect your funding.
- How do you anticipate working with your mentor? (100 word limit)
  - For Example: frequency of meetings

Expected outcomes

- Please explain what you will produce as a result of your project. (250 word limit)
  - Describe the anticipated outcomes, products and/or results of the project. It should be clear to the review committee how these results will contribute to the scholarly and/or creative community. Please mention any products, deliverables, presentations, papers, art objects, etc. that you will be creating as a result of this project. If you know, identify where the project outcomes may be shared, e.g. a Mason undergraduate research symposium, a professional conference, a submitted publication, juried show, and/or performance, etc. What will you produce? How will your results/creative activity be communicated in your field?

Bibliography (350 word limit)

- Include a list of every reference cited in the application narrative. Use the style most appropriate to the discipline. You may also include a selection of works consulted as space allows.

Outcomes from Previous Funding (100 word limit)
- Only applicants who have received previous funding from URSP will complete this section. Explain the specific products, outcomes, and results from the semesters (past and current) in which you were awarded funds from the URSP. You should clearly articulate how this proposal is different or builds upon your previous work.

Budget
- In this section, you should indicate how the award will be used to support your project.
  - The total award for the traditional URSP is up to $2,500. The total award for the intensive URSP (summer only) is up to $7,000.
  - Traditional URSP is available Summer, Fall, and Summer semesters. In the traditional program, the student is allocated up to $2,000 for materials, supplies, research-related travel, and professional development. During the summer only, traditional URSP students can elect to use their $2,000 for student direct fellowship payments. In fall and spring the maximum is $1000 for students and is not paid directly to the student.
  - The intensive URSP is offered only in the summer. In the intensive program, the student is allocated $6,000 for direct fellowship payment and $500 for supplies. The student can elect to use part of this $5,000 fellowship payment for supplies as well.
  - During the school year your mentor is awarded $500 for either supplies for the URSP project or for faculty professional development. For summer projects only, mentors can select a stipend option instead.
- Funding options
  - Choose the term and type of funding
- Cost of materials and supplies (maximum amount depends on which program you are applying to. See above explanation.)
  - How much, total, are you asking for to buy things, travel, equipment, society memberships, etc.
- Justification of above cost (100 word limit)
  - For materials and supplies, preliminary prices should be included in the justification with a brief description of why you need the items in the budget.
  - URSP does fund travel to present your projects as a priority for funding, but for some students we allow this use of funds during the school year. URSP students have priority access to separate funds, the Undergraduate Student Travel Fund (USTF) for this purpose. For more information on USTF, please visit the OSCAR website (http://oscar.gmu.edu/).
- Cost of Student Fellowship (summer only)
  - List amount of fellowship (you may ask for less than the maximum if you need more for supplies)
- Justification of above cost (100 word limit)
  - If you are taking the full fellowship, your justification may be as simple as living expenses. That's a fine justification. If you are using some of it for supplies, you should explain that in this box, and why you are taking less than the maximum fellowship.
- Mentor Allocation
  - This is always $500.

Steps to Apply
• Go to https://webportalapp.com/sp/login/georgemason-ursp, and create an account. You must use your masonlive email and password. Use mason credentials to sign in and when creating your profile.
• Step 1: Create a profile: Please click "+Create a Profile to Get Started" to begin your Profile. Complete all the information and save your profile. You cannot create a proposal until you enter a profile.
• Step 2: Start an Application: click "+Get Started". This will take you to the application. Once you have started the application make sure to save draft before you exit. You may continue to edit the application until you have submitted it. Once you have completed all the parts of the application use the "save"

button.

• Step 3: Mentor Request: Click "open" on the mentor request portion of the home page. Once in the mentor request listing, click "+Add New Item" to request a mentor letter. Make sure you have your mentors contact information available so you can fill this out accurately. Please complete the mentor request as soon as you start an application so your mentor has time to complete their letter.

Questions? email oscar@gmu.edu or call 703-993-3794