

# Office of Sponsored Programs and Faculty Research

## Undergraduate Research/Scholar Assistant Program

We are happy to launch the 2018 URSAP and announce our partnership with the Center for Life's Work for this opportunity. The initial pilot program last year was successful and our goal is to expand the 2018 program, to work with a diverse group of faculty, and to engage even more students.

The Undergraduate Research/Scholar Assistant Program (URSAP) provides grants to Faculty Mentors who do not otherwise have the resources to fund undergraduate research/scholar assistants (RSAs). URSAP aims to foster long-term mentoring relationships between faculty and students that, ideally, continue after the RSA position has ended.

**URSAP applications are written and submitted by Faculty Mentors, not by students.** Faculty specify in their application which student(s) they intend to hire as their RSA. Faculty may apply before a student is identified, but will be responsible for identifying a student within a reasonable amount of time. CFLW is especially interested in supporting students who are not and have not previously been employed by the College. Therefore, priority will be granted to applications that hire new student employees as opposed to students with existing or previous College employment. Students are paid the standard College student wage.

**Students:** Students looking for a Research Assistant position should reach out to faculty they would like to work with as soon as possible.

Employment through URSAP is available to both work study and non-work study eligible students.

### **Deadline:**

For best consideration please submit applications for review by 6 October 2017. Applications will be accepted after that date and awarded on a rolling basis. Applications are reviewed on a rolling basis until funding is exhausted, but for . Please check the [website](#) for updates on availability of funding. Faculty applicants who have not identified a student will be asked to post the position on Handshake through Career Services.

### **Eligibility:**

- **URSAP applications are written and submitted by Faculty Mentors, not by students.**
- **Applications are accepted from all full-time Nazareth College faculty.**
- **URSAP fosters long-term mentoring relationships between faculty and students, therefore faculty are only eligible to apply if they will still be on their campus the academic year after they hold a URSAP.**
  - Faculty who will be retiring or leaving Nazareth the following academic year are not eligible for URSAP grants.
  - Single-year VAP and other teaching faculty who will not be at Nazareth the next academic year are not eligible.
- **Faculty in any school and at any stage of their career are eligible to apply. However, the program gives preference to faculty who would not otherwise have any ability to hire undergraduate RSAs.**

**Undergraduate students** may hold multiple URSAP positions during their Nazareth career, but positions should not overlap. The positions do not have to be with the same faculty member and do not have to be held consecutively.

### **Guidelines**

#### **What It Is:**

URSAP awards covers student wages for 2017 – 2018 Academic Year (30 weeks, 10 hours/week at the current student wage), so that Faculty Mentors may hire undergraduate RSA to work with them during the Academic Year. The mentor-mentee relationships should be beneficial to both the faculty and the student. The program focuses on faculty who would not otherwise have the resources to hire assistants.

## **Award Amounts**

Funds go towards RSA's hourly wages and are paid directly to the student RSA(s) through Nazareth's payroll and time-keeping system. The maximum award is 300 hours across 2 semesters (fall and spring) for Academic Year projects.

## **Group Projects**

Faculty may hire more than one student, splitting the award between the RSAs.

Faculty who would like more information about the program or assistance with their application are strongly encouraged to contact the OSPFR Director, [Jennifer Harman](#).

## **What It Isn't:**

The Undergraduate Research Assistant Program is intended to be more than a normal student employment position. The faculty is expected to be an active mentor to the RSA, working to actively teach them about scholarship in their field along the lines of an apprenticeship. The RSA's work should involve active participation in the research process, rather than tasks like data-entry, transcribing, or photocopying. In return, the RSA is expected to act responsibly and to treat their position as a job.

## **When:**

Assistantships can take place during the academic year only. Projects can carry over from one period to the next (for example, spring to fall), but an additional application is required. This second application must make clear what new research skills or experiences the RSA will gain in the fall.

## **Faculty Role:**

Strong Mentor-Mentee relationships are the core of the Undergraduate Research/Scholar Assistant Program. Faculty train and guide their student RSAs, actively helping them develop skills that will enable them to undertake their own independent research/scholarship projects in the future. The application is therefore written and submitted by the Faculty Mentor, not by the student RSA.

When the grant has been awarded, Faculty Mentors are responsible for ensuring that all award and payroll paperwork is completed accurately and on time, and for approving the RSA's hours in the College's timecard system. More guidance will be provided in the award information.

## **Help:**

### **Applicants**

We strongly encourage faculty to contact the OSPFR Director, Jennifer Harman if they have questions or would like advice on their application.

## **Students Seeking URSAP Positions**

Students looking for a Research Assistant position should reach out to faculty they would like to work as soon as possible or may find available positions through Handshake postings and in conversations with their Career Coaches.

## **Selection Process:**

Applications are reviewed by the OSPFR Director with input from Deans, Chairs, Center for Life's Work, and Senior Leadership. Applications should therefore be written with a minimum of jargon and be accessible to readers outside the discipline. Applications are considered according to the following criteria:

1. Endorsement by the Dean.
2. The faculty member has a defined research/scholarship plan and student role.
3. There is a clear benefit to both the faculty and the student. The student is actively engaged in the research rather than doing mundane tasks like data entry or transcribing.
4. The application outlines a clear and detailed mentoring plan, discussing how the faculty mentor will help the student develop their research skills and outlines the benefits of this relationship.
5. The experience for the student goes beyond the regular curriculum in the discipline.