

SCARP Project Application Process

- There are two parts to the SCARP project application process. In the first part of the process, you will be asked to complete a project description form. It will include the following information:
 - Mentor name
 - Title of project
 - Description of Project (2-3 pages):
 - Rationale for the work. Comment on the novelty and significance within your field of the project the student will participate in.
 - Describe the specific goals and outcomes of the work the student will be performing. Ensure that proposed timeline is appropriate for completion of these during the project time period.
 - Outline the specific research/creative work that the student will perform/complete. Be certain to explain what the *student* will be doing, rather than a general description of the project. If there are multiple students proposed, make it clear what each will be doing.
 - What research question(s) or objectives will the student's research/creative work address?
 - Description of the data the student will be collecting and analyzing (for instance, types and numbers of surveys) and/or expected artifacts of creative work.
 - How will the data be analyzed and/or creative work be critiqued? Provide a brief general description of the approaches.
 - Describe the professional/educational benefits to the student for the planned activities. Explain how participation will enhance the student's scholarly knowledge and skills.
 - Describe the active mentoring plan for the student, particularly as related to the intended learning outcomes. Please describe the nature and frequency of mentoring activities, e.g. approach with brief rationale, individual/group, frequency, etc. Note how they are tied to the learning outcomes of the project. If the student will be remote, be certain to explain how they will have regular access to their mentor.
 - If you do not yet have a student, explain how you plan to recruit.
 - If you plan to use the Engineering Fabrication Lab, please contact Mark Gatti to coordinate and obtain a cost estimate and include this in the budget
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 - Project Timeline by week (major tasks/activities only—e.g., collect data; analyze; write report; present at summer conference)
- Once you have completed the project description form, please visit the SCARP website to complete the [application submission form](#).
- Here is a list of the Items you will need to complete the form:
 - Completed project description form
 - Mentor's name, email address, ID number, academic program/unit, and campus phone number
 - Number of student researchers (more detailed student information will be requested once project is approved)
 - Title of project, number of weeks, start and end dates
 - Will the project involve human subjects or animals?
 - Will any intellectual property be created via this proposed project that could be used for commercial purposes?
 - Type of project (in person, online, hybrid)?
 - Project budget information
 - Project Expenses
 - Student and mentor stipends
 - Housing and meals cost
 - Travel expenses
 - Any other costs (explanation and amount)
 - Will the project require use of the engineering fabrication lab?

- Project Funds
 - Funds provided from other non-SCARP sources-PDF, Endowments, New faculty start up, academic programs, agency accounts for research, external grants, etc. Please include account names, numbers and amount available for the project.
 - Amount requested from SCARP