HONORS RESEARCH SEMINAR PROPOSAL REQUIREMENTS

Honors College
Eustace-Cole Hall | 468 E. Circle Drive, Room 105
Phone: 355-2326

Electronically submitted proposals are due no later than December 1st, 2022
Please submit by email to micomona@msu.edu.

Please limit the proposal to five, single-spaced pages and include the following information:

1. Title of seminar, faculty instructors, and contact information, including email.

2. Describe the scholarly project(s) to be completed by the seminar team(s), including
   a. the proposed scope of the seminar;
   b. the anticipated research or creative product(s);
   c. the necessary background/disciplinary content to be covered in the seminar;
   d. the significance of the proposed scholarly project.

   If the project to be completed involves research with human or animal subjects, the description should also include plans to obtain approval from the appropriate MSU review board (IRB or IACUC).

   The product(s) of the seminar should be suitable for presentation at the spring 2024 University Undergraduate Research and Arts Forum. In addition, seminars often culminate in work to be presented at a professional conference, or reports to clients or governmental agencies, or other similar products. If this is the case for your proposed seminar, please include where you will be submitting/presenting your results.

   In addition to the more comprehensive description, please provide a concise description, including title, suitable for promotion of the seminar to students. Previous descriptions can be found at:
   2022-23 Descriptions
   2021-22 Descriptions

3. Number of students expected in seminar – minimum 5, maximum 16.

4. Does the project require previous training or knowledge on the part of the students? If so, specify expectations that should be communicated to students during enrollment.

5. Anticipated seminar expenses. Please provide details of the anticipated expenses required for the seminar along with a budget justification (up to $3,000 or up to $6000 if declining faculty overload pay).

6. Identify special facility needs – computer, lab, audio-visual equipment, as well as preferred area of campus and/or building request.

7. Specify time preference for seminar meetings. To avoid conflicts with required classes for first- and second-year students, the Honors College asks that seminars be scheduled before 10 am or after 3 pm. Also, please indicate if you would prefer 50-minute or 80-minute class periods for each semester, although only the Fall will appear on MSU’s Schedule of Courses. Seminars need not always meet as a regularly scheduled class, but the Honors College can schedule a time and room for the seminars so that classroom space is available if needed.

8. If you have access to a preferred room or lab that is suitable for the meetings of your seminar, please include this information, along with the scheduling contact person’s name in your proposal.

9. If you have previously taught an Honors Research Seminar, please explain how this proposal differs from or extends the seminar(s) previously offered. Provide commentary and/or evidence as to the relative success of your past seminars, as well as what, if anything would be done differently in the proposed seminar.
The Honors Research Seminars provide honors students with research/creative arts experiences so that they will be better prepared to take advantage of more advanced scholarly engagement opportunities at the university.

Seminar proposals are due no later than December 1st, 2022. Please see Honors Research Seminar Proposal Requirements for specific proposal requirements. Please submit proposals electronically to micomona@msu.edu.

**Purpose of Seminars:**
The purpose of the Honors Research Seminars is to provide first- and second-year Honors College students with research and creative arts experiences under the close supervision of an MSU faculty member. In the past, some students have participated in seminars tied closely to their major, while other students have explored other disciplines, often as part of their general education program. In previous years, 12 disciplinary colleges have been involved in the seminars, including faculty from the medical and law schools.

Because the Honors Research Seminars are directed toward students in their first two years of study, proposals will need to specifically address this point in the seminar design and in the recommended background for students.

**Design of Seminars:**
The Honors Research Seminars are designed to enable a faculty member to mentor Honors College students by working collaboratively on research and creative projects. Seminars vary in size from 5-16 students. Students receive academic credit for the seminars (3 credits, UGS 200H). The seminars meet primarily in the fall: students enroll for the seminar in the fall semester during which regular course meetings occur, receive an Extended grade (ET) in December, which changes to a Pass or No Pass grade entered in the spring semester when the research/scholarly project concludes. A scheduled class meeting time will be reserved in the Schedule of Courses for fall semester to be used at the faculty instructor’s discretion. Faculty instructors meet with students as necessary in the spring to complete the scholarly work.

In many cases, the seminar will be the first university-caliber research/creative arts experience for students. The seminar projects must be suitable for first-and second-year honors students. The seminars should provide opportunities for students to work as active hands-on participants in scholarly work at the university, not only as observers or recipients of knowledge from instructors. Importantly, each seminar project will be expected to culminate in a scholarly research or creative product, suitable for presentation at the University Undergraduate Research & Arts Forum (UURAF) or in some other public or professional forum or for presentation to an external constituency.

**Faculty and Seminar Support:**
Support of up to $3,000 will be available to pay for costs related to the seminars themselves. Appropriate expenses could include funding for seminar materials, copying, equipment and travel.

There is also $3,000 per seminar available for overload pay to instructors. Co-facilitation of seminars is encouraged; however, the $3,000 overload pay will need to be shared among team members. Seminars must be led and have active and on-going participation by an MSU faculty member. In lieu of overload pay, instructors may opt to use the $3,000 toward seminar expenses (for a total of $6000); however these funds will need to be accounted for in the detailed list of expenses.
HONORS RESEARCH SEMINAR PROPOSAL REQUIREMENTS

Appropriate Seminar Projects:
The Honors College expects to support a wide range of research and creative projects through this program, including projects that contribute to ongoing faculty scholarship and projects that serve external clients (e.g., governmental agencies, interest groups, non-profits, businesses and the University itself). Projects crossing disciplinary boundaries are encouraged. Many of the seminars in the past have been based on public policy or laboratory research projects. We aim to offer a diverse range of seminars that appeal to students across all disciplines. Please note the earlier links to previous years’ seminars.

The Honors College intends to support a variety of seminar models. We are willing to discuss modifications of the model specified in this document, so long as the proposal describes a seminar that will enable first and second-year students to work as active participants in scholarly projects and the significance of the project is clearly described.

If you are interested in participating in the program, but are uncertain about your ideas for how to design the seminar, please contact Dr. Justin Micomona (micomona@msu.edu, 355-2326) to discuss options. If you desire more formal feedback prior to the submission of the full proposal, please submit a 1-2 paragraph description of the seminar/research topic by November 15th to micomona@msu.edu. Submission of a paragraph of interest will not affect the adjudication of the final proposal.

NSF and other Endorsements:
The Honors College may be helpful to MSU applicants for NSF or other funding support when it is necessary to demonstrate educational outreach. For instance, NSF requires a statement of ‘Broader Impacts’ be included in grant applications; educational outreach activities are sometimes an appropriate means to fulfill this requirement. Leading an Honors Research Seminar might be appropriate educational outreach. In particular, these seminars may be of interest to faculty applying for NSF CAREER Awards. We have offered a letter of endorsement to previous faculty instructors and would be happy to do so again, upon request.

Enrollment Logistics/Student Participation:
The Honors College will manage student enrollment and assist with classroom scheduling for the Honors Research Seminars with the aim of ensuring that students enroll in seminars appropriate for them, given their interests and background. Seminar sections that fill to capacity before the end of open enrollment will have a waitlist maintained by the Honors College. Sections that fall below the minimum of 5 students before the first day of the fall semester are subject to cancellation due to low enrollment.

Review of Proposals:
Seminar proposals are due no later than December 1st, 2022. The Honors College will recruit faculty to review proposals and generate recommendations to the Dean for final review. Funding decisions are expected by January 15th, 2023.

Please note that if research involving human or animal subjects is a part of the seminar, the PI must indicate that the appropriate review board approval (IRB or IACUC) has been or will be sought. Funding for such seminars will then be contingent upon approval from the IRB or IACUC, as appropriate.