

Call for Proposals for Undergraduate Research Assistantships Program 2023-2024 Academic Year (supported by federal work-study funds)

Proposals accepted on a rolling basis through September 11, 2023

The Center for Undergraduate Research Experiences (CURE) is soliciting proposals from faculty for undergraduate research assistants to support faculty research and artistic projects! Once approved by CURE, these jobs will be posted for students who hold federal work-study (FWS) awards in their Pace financial aid packages.

After students apply, each faculty member will review the student applications submitted for the research position to select an undergraduate research assistant. The job position proposals must be submitted by **September 11, 2023**, to ensure jobs are posted early in the semester *when most students are seeking their FWS positions*.

Instructions for proposing job positions and program goals

Propose a position that is on-campus and has the option to support remote work as needed.

The availability of federal work-study funds for undergraduate research enables Pace:

- to involve more students in research
- to introduce research earlier in a student's college years, since entering freshman will be eligible along with all other full-time undergraduate students
- to help ensure greater inclusion and diversity among student researchers; and,
- to provide faculty members with research support and enhance opportunities for student-faculty collaboration on academic projects.

If a student has work-study dollars to earn, this initiative seeks to fulfill the intent of "work-study" by offering jobs directly related to research, field-related learning, and artistic/creative inquiry.

Guidelines in hiring student research assistants

Anticipating average student work-study awards of \$2,500, a faculty member should estimate a student will work 5-8 hours weekly over the course of both semesters. In supervising the student, the faculty member must ensure the hours worked are distributed on a weekly basis to provide a regular paycheck distributed over the academic year September 15-May 15. Faculty will be required to complete a program evaluation in December and May.

According to the federal Fair Labor Standards Act, once a student is paid for work, that student cannot "volunteer" to continue that same work. If the student's work-study funds become exhausted, the faculty member must either conclude the project with that student research assistant or obtain an alternative funding source to continue the project with the same research assistant. For the academic year, a student may hold either an undergraduate grant award or the work-study position but not both.

If you have questions about the grant awards or work-study positions, contact Maria Iacullo-Bird, Ph.D., Assistant Provost for Research, miacullobird@pace.edu.

**Undergraduate Research Assistantships Program
2023-2024 Academic Year**

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Faculty Name: _____ Campus: _____

E-mail: _____ Phone Number: _____

Department: _____

Rank: _____ Department Chair: _____

Proposed project title: _____

Project description: _____

Responsibilities/duties of undergraduate research assistant: _____

Student skills/qualifications: _____

Learning goals and research outcomes for student: _____

Describe how the faculty member will mentor this student and provide a supportive learning environment: _____

How will this project benefit the faculty member: _____

How will this project benefit the student: _____

How will this project benefit the field, and/or department, and university: _____

Faculty Signature: _____

Date: _____

Please Submit Completed Application to Norma Quiridumbay at nquiridumbay@pace.edu

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