

SOURCE Bridge Award

Application Guide 2025-26

Student Eligibility: Open to all years, graduating seniors are not eligible to apply in the semester that they are graduating. In making funding decisions, the SOURCE will take into account all other campus research funding. Teams of up to 4 students may apply; 1 student will submit the application as Team Lead.

Prior Recipients of SOURCE or other funding: Prior recipients are welcome to apply for additional funding, but the SOURCE prioritizes first time applicants. Returning applicants must have completed all SOURCE requirements for their previous award, if not, SOURCE reserves the right to rescind newly awarded grants. Students will be required to disclose other sources of research funding, pending or planned applications for funding.

Award Goals: Provide short-term, renewable support for mentored research experiences with clearly defined skill-building objectives. This program is perfect for students just getting started with research, completing a thesis or capstone project, presenting at a conference, and more.

Application Cycles/Grant Period: Three application cycles a year: mid July, late October, early April. Due dates for the 25-26 academic year are:

- Fall 2025 funding: Thursday, July 10th
- Spring 2026 funding: Thursday, October 30th
- Summer 2026 funding: Thursday, April 2nd

Award notifications can be expected within three weeks of the deadline.

Funding becomes available in the following semester. Please allow time for the processing of funds.

Funding Amount: \$2000 a semester (students may apply for funding up to 3 times); \$250 in research funds for faculty mentors; student funding may be used for supplies/materials, participant compensation, student payroll or summer stipend, research travel, and/or conference presentation. Funding is not available until the start of the semester following the application and award.

Application Requirements: Short-answer essays that address the overall topic and plan for finding appropriate sources, skills to be developed, and a specific research plan; budget document; unofficial transcript; resume; brief mentor recommendation

Be sure to review your application materials with your Faculty Mentor. Utilize SOURCE proposal drop-in hours to receive feedback.

Grant Requirements: Student recipient: grant orientation meeting, budget meeting with revised budget (if needed), completion of library module, final report, and presentation in a SOURCE Symposium. Faculty mentor: final report

Submit your application here:

<https://airtable.com/appPHbLxIdqAHFeNX/pagLoIKT6XWMNMCnd/form>

Special Opportunities

Patricia A. Wood, M.D., Ph.D., Spinoza Award

Description: Supports undergraduate research that explores philosophical aspects of issues that arise within the sciences or other professional disciplines.

Additional Requirements: Complete requirements for Bridge or Fellowship award; complete additional reflection essay to further explore philosophical concepts in relation to scientific or other professional discipline.

Tyler Center for Global Studies Fellowship

Description: Funded by Syracuse University's Tyler Center for Global Studies grant, Tyler Fellows engage in faculty-mentored international research for a summer or fall semester. Summer Tyler Fellows may design independent research/creative activity in any location; Fall Tyler Fellows will be participants in the Syracuse Abroad Santiago, Strasbourg, or Central Europe programs and will design research projects related to those locations.

Additional Requirements: Complete requirements for Bridge or Fellowship award; students participate in a "Research in Community" seminar, and/or additional cohort-building activities with the Tyler Fellows Program.

Both of these awards are selected from the SOURCE Bridge and/or Fellowship applicant pool. Please refer to those awards for guidance on student eligibility, application requirements, and selection criteria.

Application Components

1. Choose your application category:

2. Proposal Essay

Introduction and background (2-4 paragraphs)

Plan (2-3 paragraphs)

Timeline (1 paragraph, bullet point list, or table)

Skills (1 paragraph)

3. Resume

4. Unofficial University Transcript

5. Faculty Mentor Recommendation Form

6. Detailed Budget

Budget Overview:

Supplies/consumables:

Participant Compensation for Research Subjects:

Payments for Services

Publication Fees

Academic Year Payroll

Summer Living Expenses

Travel (for research or conference presentation)

Other Requirements:



Access this document online:

Application Components

1. Choose your application category:

- **Beginning**
 - Just starting with research; early exploration of a research or creative topic, research assistant work with plans to develop independent work, or a project in early stages of development. You should be in the 1st semester of working on this project.
- **Intermediate/continuing**
 - For students in the middle stages of research/creative work, continuing work on an existing project or in a lab, have moved past the literature review phase to develop research questions or approaches. Prior Bridge recipients should choose this category.
- **Culminating**
 - This category includes students that are continuing but plan to complete their project in the next semester as well as students applying for Bridge to support the completion of degree requirements such as a thesis, capstone, or distinction.

2. Proposal Essay

- Up to 3 pages, single spaced
 - This page limit should include any graphs or images.

Introduction and background (2-4 paragraphs)

- Beginning
 - Describe the topic you will be exploring; why research/creative work in this area is important; include 2 significant sources (scholarly literature or comparative creative work) for the research
- Intermediate/continuing
 - Describe the topic you will continue to explore and its context in the discipline; how research/creative work in this area contributes to solving problems or developing knowledge; include 2 significant sources (scholarly literature or comparative creative work) for the research
- Culminating
 - Describe the topic you will continue to explore, its context in the discipline, and how it contributes to solving problems or advancing knowledge; identify current gaps within the research/creative area; outline your research questions or creative themes and how they will address the gaps you have identified; include 3-5 significant sources (scholarly literature or comparative creative work) for the research

Plan (2-3 paragraphs)

- Beginning
 - Discuss a detailed plan of work for the proposed research/creative activity - in early stages, this might include literature review, training and skill-building, work assisting the faculty mentor to develop skills, etc.; describe 2-3 specific goals and how they will be met. Describe how this work has the potential to contribute to or become a discipline-specific deliverable, e.g., an essay or article, presentation, exhibition, creative work, etc.

- Intermediate/continuing
 - Discuss a detailed plan of work for the proposed research/creative activity - in intermediate work, preliminary research questions or artistic themes should be identified and the plan should specify which methods or approaches will be used to respond to the research questions; describe 2-3 specific goals and how they will be met. Describe how this work has the potential to contribute to or become a discipline-specific deliverable, e.g., an essay or article, presentation, exhibition, creative work, etc.
- Culminating
 - Discuss a detailed plan of work for the proposed research/creative activity - in culminating work, research questions or artistic themes should be identified and the plan should specify which methods or approaches have been or will be used to respond to the research questions/themes; describe 2-3 specific goals and how they will be met. Culminating applications should also specify a discipline-specific deliverable and plan to share it among these goals - e.g., an essay or article, presentation, exhibition, creative work, etc.

If your application (in any category of beginning, intermediate, or culminating) includes any of the following elements, add a paragraph to your plan section to address these prompts:

Human Subject Research & IRB (1 paragraph, if needed)

- If your proposed project includes interviewing people, sending a survey or questionnaire, conducting clinical tests, or collecting biospecimens or other medical data you may need IRB approval with the [Office of Research Integrity and Protections](#).
- The Institutional Review Board (IRB) is designated to protect the rights and welfare of human subjects participating in research conducted at or sponsored by an institution.
- You must address plans for the IRB process in your proposal and integrate the process (which can take from 6-8 weeks) into the timeline.
- What results do you anticipate the human subject research will provide?

Travel - for research or conference presentation (1 paragraph, if needed)

- Proposed conference travel should include the conference titles, dates, and locations, if known. If you are tentatively including conference travel, list a few potential conferences.
 - Conference travel funding is intended for students to present at the conference.
- Proposed research travel must have a solid plan and you should justify the travel as a means to get specific information or results that cannot be obtained through other methods.
 - You must address the feasibility and likelihood of finding the data you need through the travel; do initial outreach with potential contacts at the location to ensure that resources will be available to you on your proposed timeline. Create a draft itinerary.
 - If traveling to meet with or interview people, name contacts that have agreed to meet with or guide you. Address IRB if you will be interviewing people.
 - If traveling to an institution, museum, or archive, confirm that they will have the resources you need on the timeline you propose.
- If you are traveling to a place in a culture different from your own, include reflection on how you will ethically and responsibly engage with the people and places there. Include steps you have taken to learn about the culture and/or prior experiences that have equipped you with the knowledge necessary to effectively engage with the study population.

Team Projects (1 paragraph, if needed)

- Discuss the roles and contributions of each team member.

Timeline (1 paragraph, bullet point list, or table)

- Beginning, intermediate/continuing, and culminating
 - Include a brief timeline of your work. You may structure this in the way that makes the most sense for your project, you might consider organizing it by month or task.

Skills (1 paragraph)

- Beginning:
 - Name 1-2 specific skills you are hoping to develop in your research or creative work; articulate how your plan will allow you to grow those skills.
 - Intermediate/continuing
 - Name 1-2 specific skills you are hoping to develop or strengthen in your research or creative work; articulate how your plan will allow you to grow those skills.
 - If you are a prior Bridge recipient, describe the skills you focused on with your previous award, will you continue to strengthen those skills or are you focusing on new ones?
 - Culminating
 - Describe the skills you will develop or strengthen throughout the research or creative project and articulate how these skills are preparing you for future work in your discipline. How will your proposed plan facilitate the development of these skills?
 - If you are a prior Bridge recipient, describe the skills you focused on with your previous award, will you continue to strengthen those skills or are you focusing on new ones?
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Additional tips:

- Write with persuasion, energy, and enthusiasm. Style and tone will differ depending on the student and field.
- A successful application will be specific in describing feasible goals and a thorough plan for the research or creative work.
- No need for a fancy cover page, or "dear reviewer" or "thank you committee."
- You are encouraged to use subtitles or subheadings in your proposal.
- Submit all your documents as PDFs
- Perhaps most importantly...get feedback and be prepared to write several drafts of the application. Feedback from your mentor, SOURCE, and the [Writing Center](#) will be helpful.

3. Resume

Upload as PDF. For team projects: Team Leads will prompt the team members to email their resumes and transcripts to ugresearch@syr.edu

4. Unofficial University Transcript

Students may submit an unofficial copy of their transcript available on MySlice. Review and print a copy of an unofficial transcript from MySlice by logging in to: MySlice > Student Home > Academics > Transcript > Advising Transcript.

For team projects: Team Leads will prompt the team members to email their resumes and transcripts to ugresearch@syr.edu

5. Faculty Mentor Recommendation Form

[Link to the Faculty Mentor Recommendation Form](#)

- Provide your mentor with draft copies of your proposal and budget well in advance of the deadline; the recommendation form is due on the deadline.
- The form includes:
 - Assessment of the academic strength and significance of the proposed project relative to the student's research experience
 - Discussion of the student's skills and academic preparation for the proposed project
 - Confirmation of the feasibility of the project and timeline
 - A statement noting their agreement to serve in this capacity for the proposed project, including a comment as to their availability to serve as the faculty mentor during the proposed project timeline.

6. Detailed Budget

Notes:

- **There's a field on the application where you will list other past or current sources of research funding as well as pending or planned funding applications.**
- This is a projected budget; you will submit a finalized budget if awarded.
- Review the relevant budget categories below; you may use the tables to draft your budget. Your actual budget numbers will be entered on the application form.
- As you prepare your budget, we expect that you will plan to use your resources wisely and make efforts to keep costs to a minimum where possible. However, you should also anticipate that the final cost might differ slightly from the budgeted cost (for example, supply or travel costs may fluctuate).
- Funding is not available until the start of the semester following the application and award.
- SOURCE funds must be used on the timeline indicated in the application
- Seniors are not eligible to apply the semester they graduate. Funding may not be used after graduation.
- Mentor funds of \$250 in research funds do not need to be counted in the student funding request. These funds are transferred to the mentor's department/school/college.
- If you have questions about a budget request that you are considering, please reach out to the SOURCE office at ugresearch@syr.edu or 315-443-2091.

Budget Overview:

Budget requests can include the following categories and more details can be found below:

- Supplies/consumables
- Participant Compensation for Research Subjects
- Payment for Services
- Publication Fees
- Academic Year Payroll
- Summer Living Expenses
- Travel

Supplies/consumables:

- All durable equipment (over \$100) must be returned to SOURCE for use by future students. It may also be housed in the student's department. This does not include specialized lab supplies which may be housed in the mentor's lab.

- When requesting durable equipment over \$100, please confirm that you cannot borrow or use the item from your school, college, department, or the library and address this in your proposal.

Supplies/consumables to be purchased by student (Please include an itemized list)

- Props, costumes, art supplies, printing materials, recording equipment, software, etc.
- Books may be purchased only if they are not available in the Syracuse University library and cannot be accessed through Interlibrary Loan.
- Laptops, cell phones, and other personal electronics are not allowed.

Item	Amount
	\$
	\$
	\$

Supplies/consumables to be purchased by lab or faculty mentor (Please include an itemized list)

- Lab supplies and materials such as chemicals, testing materials, etc.
- Purchases will be made by the department and reimbursed by SOURCE.

Item	Amount
	\$
	\$
	\$

Participant Compensation for Research Subjects:

- **IRB approval is required** to use grant funds for participant compensation
- Participant compensation is typically transferred to the faculty mentor's research account for distribution, unless other arrangements are requested.

Purpose	# of participants	IRB approval (yes/no/pending)	Form of compensation / amount per participant	Total amount
				\$
				\$

Payments for Services

- May include translation, transcription, music composition, film editing, lab analysis, poster printing, etc.
- Guest speaker honoraria or fees are not permitted.
- Includes vendors, services, individuals. Signed contracts may be required and may need to be reviewed and approved by the University Comptroller.
- Payment to other students for services typically would not exceed \$16/hour or \$100/project and may be subject to the guidelines included under "academic year payroll."

Service	Amount	Additional Info (optional)
	\$	
	\$	

Publication Fees

- Expenses related to publishing the project in a journal, submitting to a film festival, or otherwise disseminating the work in a peer-reviewed/juried/external venue.
- Confirmation of manuscript acceptance required (or the mentor's confirmation that the project has a strong likelihood of being accepted to the journal or opportunity).

Description of expense (including journal or opportunity name)	Additional notes	Costs
		\$
		\$

Academic Year Payroll

- **You are not eligible for hourly pay if you are receiving academic credit for the project or if it is counting towards your major requirements (i.e. thesis, distinction, capstone).**
- SOURCE Grant hourly pay is set at a maximum of \$16/hour, final determination on hourly rate to be made by your faculty mentor. You will only log hours that are actually worked through TimeClock Plus.
- SOURCE Grant hourly pay is allowable only with a minimum 4 hours/week commitment for at least 12 weeks (48 hours). The maximum allowed commitment is approximately 7 hours/week for 15 weeks each semester during the academic year (116 hours).
- Your faculty mentor's budget manager will set up and manage the payroll; please give their name below the chart.
- Hourly pay is subject to taxes.
- Federal Work-Study awards may be applied to SOURCE payroll.
- Include fringe benefit costs of 7.65% in the total request for hourly pay. This is per the University's payroll policies.
- If awarded, an additional contract may be required to set up the hourly pay with agreement on the details by you, your faculty mentor, your faculty mentor's budget manager. You will complete an I-9 and set up as an hourly student employee with HR.

Estimated hours/week	Start/end dates	Total estimated hours	Total amount (\$16/hour x total estimated hours)	Total amount with fringe (multiply total amount x .0765 and add to total amount)
				\$
				\$

Notes:

Faculty Mentor's Budget Manager:

Summer Living Expenses

- Summer stipends are up to \$2000 and distributed as a stipend in 3 parts (June, August, and July).
- Stipend may be used for student living expenses (room, board, transportation).
- Around 125 hours of work is expected to receive the full \$2000 stipend (\$16/hour). If you will only be completing a portion of your project this summer with reduced hours, reduce the total stipend amount (e.g. 100 hours = \$1600 stipend, 50 hours = \$800 stipend)

Expense	Estimated hours/week	Start/end dates and number of weeks	Total estimated hours	Summer location	Total Amount
Summer stipend					\$

Travel (for research or conference presentation)

(please complete a table for each anticipated trip; copy and paste if you need more)

- Research actual flight prices, calculate mileage (0.67/mile) for travel in a personal car, hotel prices, conference fees, etc., and estimate from your online research. Add a cushion for rising flight costs.
- Confirmation of presentation acceptance is required (or the mentor's confirmation that the presentation has a strong likelihood of being accepted to the conference).
 - Conference travel funds will not be disbursed until the student is accepted to present.
- Funds may not be used for program tuition or fees; contact SOURCE with questions.
- Syracuse University [travel policies](#) will apply.

Travel Destination (include conference name if relevant):

Dates:

Purpose of trip:

Notes:

Description of expense	Amount
Travel cost (flight, bus, train, mileage, etc.)	\$
Food/groceries (up to \$50/day)	\$
Lodging	\$
Conference registration fees	\$
Other (describe):	\$
	\$
	\$
	\$

Other Requirements:

All uploaded files must be a PDF and conform to these requirements: Margin – 1 inch: top, bottom, left, and right; Minimum font size – 12 points; Single-spaced 8.5 x 11 inch pages, numbered.

Each file must be uploaded as a PDF document, with a file name including:
LastName.FirstName.Document Type (e.g. Orange.Otto.Resume; Orange.Otto.Proposal)

No additional materials, appendices, or supplementary documentation will be accepted.

Questions? Contact ugresearch@syr.edu or 315-443-2091

The SOURCE | 208 Bowne Hall | undergraduateresearch.syracuse.edu