SOURCE Fellowship Award
Application Guide & Instructions

Student Eligibility: Second-year and above students; Honors students in 3rd year or above are not eligible and should apply for Honors Crown Awards.

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 funding for major and original research and creative projects that will substantially develop a student's research skills, engage with methods of their discipline, and culminate with a deliverable appropriate to the field of study. Students will be guided by a faculty mentor, but the student will lead the design and implementation of the project.

Application Cycles/Grant Period: Application due in February. Grant period will be the following summer and/or summer + academic year, or academic year only.

- Intent to Apply - **February 12, 2026 by 11:59pm ET**
  - You will receive the link to the application form via email upon completion
- Complete Application & Faculty Mentor Recommendation - **February 26, 2026 by 11:59pm ET**

Award notifications can be expected in mid-April.

Funding becomes available at the start of summer or the following academic year, depending on your timeline. Please allow time for the processing of funds.

Funding Amount: Depending on project budget, Fellows can apply for up to $5000 in funding for the following summer and/or academic year. Faculty mentors receive $750 in research funds.

Application Requirements: 5-page project proposal, resume, unofficial transcript, 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 (with guided reflection), revised budget and budget meeting, student-mentor contract or team-mentor contract, monthly progress reports, final report, presentation in a SOURCE Symposium, grant conclusion meeting (with guided reflection).

Faculty mentor: mid-grant survey & final report

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 or Strasbourg 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 Spinoza and Tyler 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.

Beckman Scholars Program

Description: Funded by the Arnold and Mabel Beckman Foundation, Syracuse University's Beckman Scholars Program Grant supports two Scholars per year for a three-year award term (2026-29). Beckman Scholars, chosen in sophomore year, will work with established Beckman Mentors and will be embedded in the BioInspired Institute. Research areas include developing and designing programmable smart materials to address global challenges in health, medicine, and materials innovation to understand complex biological systems.

The 2026 cohort of Beckman Scholars are funded for summer 2026 ($6,800), academic year 2026-27 ($4,600), and summer 2027 ($6,800).

Eligibility: Student must be a sophomore in a Beckman mentor's lab interested in future graduate study in STEM. Student must be U.S. Citizen, Permanent Resident of the United States or its possessions, or hold DACA recipient status.

Additional Requirements: In addition to the research requirements, Scholars will participate in Beckman and BioInspired activities and events, professional development activities, serve as a SOURCE ambassador, and present their work at BioInspired and SOURCE symposia.

Beckman Scholar awards are selected from the SOURCE Fellowship applicant pool. Please follow the Fellowship application process, with special instructions for Beckman candidates to include a 1-page supplement with the proposal file. Beckman candidates will also be considered for SOURCE Fellowship and Bridge funding.

Application Components
1. Project Title and Abstract (250 words)
2. Proposal Essay
  Introduction and background (2-3 paragraphs)
  Plan, methods and process (2-3 paragraphs)
  Timeline (1 paragraph or table)
  Skills (1 paragraph)
  Budget summary and rationale (1 paragraph)
  Communication and impact (1-2 paragraphs)
  Beckman Scholars Program Supplement (1 page at the end of your proposal file)
3. 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)
4. Resume
5. Unofficial University Transcript
6. Generative AI Acknowledgment
7. Faculty Mentor Recommendation Form

Access this document online:

Application Components

1. Project Title and Abstract (250 words)
- Describe the goals of this project, main question(s), and the broader impact of the research/creative activity.

2. Proposal Essay
- 4-5 pages, single spaced
  - This page limit should include citations and/or list of references as well as images.

Introduction and background (2-3 paragraphs)
- Summarize your work, convey that it is an interesting and necessary project.
- What are your research questions or main themes explored in your work?
- Demonstrate how your work engages with the existing literature, scholarship, professional best practices, or creative traditions.
- Show what is already known, how your project fits in, and how it will contribute to the research or creative conversation within your field of study.
- Include 5-10 citations to key references (cite in the style of your discipline)
- You are encouraged to demonstrate how your proposed work engages with the history and ethics of the discipline. In an additional paragraph consider including the following:
  - Identify biases and impacts of prior research in your field of study and reflect critically on how prior research and practitioners may have led to limitations in current literature. Consider who is not represented in the work, what is not generalizable, issues with the background or methodology, or contextualized historical and/or social benefits and harm.

Plan, methods and process (2-3 paragraphs)
- Include a detailed plan of work for proposed activity
  - Specificity is key – leave no doubt in the reviewer's mind that this project is feasible on the proposed timeline.
  - Describe specific goals and how they will be met.
- Describe and justify the methods or tools that you will use to respond to your research questions or explore primary themes of the research project or creative work.
  - Why have you chosen specific methods, artistic mediums, or theoretical approaches?
  - How will this process allow you to answer your research questions or drive your creative activity? Is the scope manageable?
- Specify and describe a discipline-specific deliverable - e.g., an essay or article, presentation, exhibition, creative work, etc. Draft or in-progress deliverables (e.g. manuscript drafts) are acceptable.

Timeline (1 paragraph or table)
- This can be a bulleted list or table describing when you plan to complete the stages of the project.
- Don't bury information here that should be in the plan/methods/process section

If your project includes any of the following elements, make sure you address these clearly in your plan/methods/process or timeline section:

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

- The Institutional Review Board (IRB) is designated to protect the rights and welfare of human subjects participating in federally regulated research conducted at or sponsored by an institution. THe IRB process is run by SU's Office of Research Integrity and Protections.
- If your proposed project includes interviewing people, sending a survey or questionnaire, conducting clinical tests, or collecting medical data, you may need IRB approval.
- 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. You will work closely with your faculty mentor on IRB submissions, and the faculty mentor's name will be on the application.
  - **Your faculty mentor should have prior experience with the IRB process.**
- What results do you anticipate the human subject research will provide? Consider if your project could use alternative methods or data if you or your mentor don't have prior human subjects experience.
- Please contact the SOURCE (ugresearch@syr.edu) with questions regarding the IRB process and approval as you compose your project proposal.

Travel - for research or conference presentation (1-2 paragraphs, 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 funds are primarily 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.

Skills (1 paragraph)

- Describe both 1) your existing skills that will support your project (including previous experience or work, relevant courses, etc.) and 2) the skills you will develop or strengthen throughout the project. What is your plan for training and developing necessary skills? How are these skills preparing you for future work in your discipline? How will your proposed plan facilitate the development of these skills?

Budget summary and rationale (1 paragraph)

- Be specific about how the funding will advance the project.
- This section should give a strong rationale for the project expenses in each category.
  - If a budget item is not well justified your budget may only be partially funded.
- The actual numbers and description of each budget category is submitted via the application form, we have provided a worksheet in a later section to help you plan.

Communication and impact (1-2 paragraphs)

- How will you share your work and contribute to the ongoing research/creative conversation in your field of study?
  - This may include on- or off-campus presentations, publications, film festival submissions, websites, or exhibitions.
  - While not required as part of the application, we encourage applicants to demonstrate how the communication of their proposed work will be equitable and transparent. In an additional paragraph consider including the following:
    - How will you prepare research communication that is appropriate for your intended audience(s), considering their prior knowledge, interest, investment in the topic, and accessibility needs? How will you accurately and ethically represent your work to your intended audience(s) with special attention paid to transparency and credit?
- Describe why your work matters, what are its contributions to your specific field of study and to the broader world.
- Discuss specifically how the project will benefit your academic experience and relates to your career goals.

Additional tips:
- Write with persuasion, energy, and enthusiasm. Style and tone will differ depending on the student and field.
- Make your argument and leave the reviewer thinking, "Yes, this project needs to happen."
- 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 proposal. Feedback from your mentor, SOURCE, and the [Writing Center](#) will be helpful.

Beckman Scholars Program Supplement (1 page at the end of your proposal file)

- This essay should describe your pathway and motivation for studies in STEM, goals for your undergraduate research activity, and career or advanced degree aspirations in STEM. Please discuss how the Beckman Scholars Program will support you in achieving your goals.

3. Detailed Budget

- **There is a field on the application form where you will list other past or current sources of research funding as well as pending or planned funding applications.**
- **Review the relevant budget categories below; you may use these tables as a worksheet to draft your budget. Your actual budget numbers and descriptions will be entered on the application form.**
- This is a projected budget; you will submit a finalized budget if awarded.
- 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 grant period.
- SOURCE funds must be used on the timeline indicated in the application
- Seniors are not eligible to apply. Funding may not be used after graduation.

- Mentor funds of $750 in research funds do not need to be counted in the student funding request.
- 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 $5000 and distributed as a stipend in 3 parts (June, August, and July).
- Stipend may be used for student living expenses (room, board, transportation).
- Around 300 hours of effort are expected to receive the full $5000 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 or Honors Program 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):	$
	$
	$
	$

We understand that this budget may change as your project evolves, and you will submit a revised budget post-award.

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

5. 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

6. Generative AI Acknowledgment
SOURCE Awards are reviewed and awarded based on our established criteria; use or non-use of generative AI—after discussion with your faculty mentor about best practices for your discipline or area of research—will not impact the success of the application.

- The first step is to have a conversation with your faculty mentor about the specific standards and norms around generative AI use in your field of research or creative work. As a novice researcher, you'll want your work to be aligned with these expectations.
- We recommend that students consult the Library's AI Research Guide: https://researchguides.library.syr.edu/ai
- Be sure that you're using proper citations for all work that is not your own, be it from primary or secondary sources, or from the output of a generative AI tool. Follow the citation style typically used in your field of research.
- SOURCE requires an acknowledgment of generative AI tools (such as ChatGPT, Claude, Gemini, Midjourney, DALL-E 3, etc.) used to support your application materials in any stage, for three primary reasons:

a.   There is a broad expectation in academia for scholars to disclose the use of AI tools that may have meaningfully contributed to the development of a research or creative project.

b.   Because SOURCE considers the development, writing, and editing of a grant proposal to be part of the student's growth as a researcher or artist, writing a summary of how you used generative AI will help you think critically as you evaluate, select, and use tools, and understand their impact on your work. SOURCE expects that you will be responsible for reviewing and fact-checking AI material for accuracy.

c.   SOURCE is collecting data on generative AI usage patterns to better understand how our students and faculty mentors are incorporating these tools into the research process.

- Note that there are questions about the use of generative AI in your research in the faculty mentor recommendation form.

If the use of generative AI is acknowledged by both the student and the mentor, the response to the following questions will not affect the outcome of the application.

Acknowledgement Question: *Have you used generative AI tools (such as ChatGPT, Claude, Gemini, Midjourney, DALL-E 3, etc.) to support your application materials in any stage?*

If Yes: Please identify the tool(s) used, and why you chose them. For each tool, write at least 2-3 sentences describing how the generative AI function was used and how it was helpful in the project development.

[ ] I affirm that I've reviewed and edited the final proposal.

[ ] I affirm that I've discussed the use of generative AI with my faculty mentor.

7. Faculty Mentor Recommendation Form
After you submit the Intent to Apply, your mentor will also receive an email with the link to the recommendation form and a copy of your intent to apply. You won't see their response. 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.

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 | 100 Sims Drive, 6th Floor | undergraduateresearch.syracuse.edu