

## **Preparing Your Application for Action Research in Communities (ARC)**

1. Consider past and current service projects you have participated in. What issues did you observe? Are there problems that you want to learn more about? What can be done to make things better? These are questions you will be required to answer in applying for ARC.
2. Identify a faculty mentor to supervise your research project (if you get stuck here, please email [undergrad-research@uh.edu](mailto:undergrad-research@uh.edu) for assistance). Discuss your service project and research goals with OURMA staff and/or your faculty mentor.
3. Write a reflective essay (not to exceed 500 words) about your experience with service projects. If you have not completed a service project, you must identify a community partner to collaborate with for your ARC service and research experience. Be prepared to discuss this planned collaboration in lieu of research experience.
4. Develop a strong research proposal (not to exceed 750 words) and identify a clear project deliverable with your faculty mentor. The deliverables will vary by project and must a) pull together the academic and practical aspects of service and action research, b) develop a deep understanding of the research question and their issue area, and c) produce an actionable policy proposal, service project improvement, or recommendation for community partner operations and development. This final deliverable should include a detailed plan and budget for implementation of the proposal developed in the project, much like a grant proposal. Students requesting implementation grants will present to a review panel and will be awarded up to \$750 for implementation. Students may also choose not to request funds to continue their projects an additional year.
5. Submit your application by visiting [www.uh.edu/arc](http://www.uh.edu/arc). You should collaborate with your faculty mentor to complete this application and they must provide a letter of recommendation by the application deadline. This can be sent to [undergrad-research@uh.edu](mailto:undergrad-research@uh.edu).
6. Submit and wait – in the next month, you will be contacted by OURMA staff about the status of your application and next steps.

### **The research proposal and project deliverable statement (max. 750 words) should:**

- Be composed in consultation with your faculty mentor
- Be written in your own words—not in your faculty mentor's words
- Be written in first person
- Discuss the relative importance of the proposed research within its discipline(s)
- State the specific tasks to be accomplished during the year-long program
- Define the scope and goals of the proposed research and deliverable
- Be checked for any spelling or syntax errors before being submitted

### **The UH faculty mentor letter of recommendation should:**

- Describe the student's qualifications
- Identify the area of research activities in which the mentor will engage the student
- Describe the faculty member's role as mentor to the student, including a description of how the proposed research relates to their ongoing research

- Be submitted along with the student's research proposal and project deliverable statement prior to the application deadline.

**Competitive applications will generally include:**

- Demonstration of a strong student academic record
- Research proposals that are clear, thorough, within the 750-word limit, free of errors in spelling, grammar, and syntax, and in the student's own words
- Project deliverable statements with clear, realistic goals that help the student focus and indicate that the project will lead to a substantive action research experience for the student
- Descriptive and informative faculty letter of recommendation (1-2 pages in length), especially addressing the prospects for results in the projected time frame, the value of the research project, and the ability of the student to undertake the project