



## Summer Undergraduate Research Fellowship Agreement

This Agreement is entered into this 16th day of April, 2023 by and between Embry-Riddle Aeronautical University (ERAU), and Jacob Romeo (Fellow), and Vikas Sudesh (Faculty Mentor). The parties hereby agree to the following terms and conditions:

### Funding

In exchange for ERAU providing the Undergraduate Student Fellow with a stipend in the amount of **\$3,000**, the Fellow will:

### Program Participation

- a) Actively engage in a minimum of 150 hours of research between May 15, 2023 and July 31, 2023 under the supervision of Faculty Mentor.
- b) Participate in the evaluation and assessment of the Program as requested by the Office of Undergraduate Research.
- c) Present their research at the Fall Student Research Symposium (November 2023).
- d) Participate in at least 3 professional development activities sponsored by Office of Undergraduate Research offered during the duration of the program.
- e) Submit a manuscript to an external, professional journal *or* the *Beyond* Undergraduate Research Journal upon the completion of the project.

Supplemental funding in the amount of \$ 300 has been approved by the Office of Undergraduate Research and may be withheld if the above-listed expectations are not fulfilled. Additionally, all items must be received by June 30, 2023.

### Publicity

The Undergraduate Research Fellow agrees to:

- a) Include mention of sponsorship of the project by the Office of Undergraduate Research in all press releases, news conferences and other media contacts concerning the research project;
- b) Indicate sponsorship of the project by the Office of Undergraduate Research on all materials developed or published for the research project, including but not limited to brochures, announcements, flyers, manuals, reports, and banners;
- c) Cooperate with ERAU in publicizing the Office of Undergraduate Research, including Discovery Day, research fairs, and orientation activities; and
- d) Comply with reasonable requests for information about research project activities.

Copies of the Office of Undergraduate Research logo suitable for reproduction are available upon request.

### Final Reports/Communication Artifacts

A comprehensive final report of findings by the student researchers shall be due **October 9, 2023**. The final report should reflect the proposed activity as outlined in the initial proposal. If the Undergraduate Research Fellow has indicated publication in the *Beyond* Undergraduate Research Journal, the final report should be formatted in accordance with the Journal's policies <http://commons.erau.edu/beyond/policies.html> and must be submitted to the journal for consideration and a copy of the manuscript to the SURF Canvas Page.

If the final report could be published in a more widely read or industry-specific journal, the specialized journal maybe substituted in place of *Beyond*. The Undergraduate Research Fellow is responsible for notifying the Office of Undergraduate Research upon the submission of the final article, including the name of the journal, and upon the acceptance of said article, when appropriate.

In cases where neither the *Beyond* journal nor an industry journal is an appropriate avenue for communicating the research outcomes, students must provide a final report to be shared on Scholarly Commons. The Undergraduate Research Fellow should notify the Office of Undergraduate Research no



later than July 1, 2023, if they feel their findings will be better suited to alternative communications and the Fellow will work with the Office of Undergraduate Research to develop a plan for their research artifact.

### **Student Research Symposium**

All grantees are required to present their project at the Student Research Symposium (November 2023). Applications will be sent to the Fellow once available.

### **Faculty Mentor**

The Faculty Mentor will be expected to work on the Daytona Beach campus for the 2023-2024 academic year and will provide support to the research fellow. If at any time the mentor is unable to continue serving, the mentor will notify the Office of Undergraduate Research and the research fellow; the mentor is expected to assist in the facilitation of selecting a new faculty advisor in this scenario.

Though the faculty advisor is expected to be employed by the Daytona Beach campus for the 2023-2024 academic year, they are not required to be on campus during the summer program. However, they must coordinate with the fellow to determine communication and support strategies during any time away.

**Mentor's Initials** vikas

### **Human Subjects (IRB)**

If the project includes research that involves human subjects, it must be reviewed by the Institutional Review Board (IRB) prior to any research being conducted. All approvals are the responsibility of the research team under the supervision of the faculty mentor.

**Fellow Initials** JR

**Faculty Mentor Initials** vikas

### **Safety & Physical Hazards Policies:**

If the project involves chemicals, the Fellow and/or the Faculty Mentor is responsible for contacting the Environmental Health and Safety Department (dbehs@erau.edu) for assistance with training and the Standard Operating Procedures.

If the project involves physical hazards, the Fellow and/or the Faculty Mentor are responsible for contacting the Environmental Health and Safety Department (dbehs@erau.edu) for assistance with training and the Job Hazard Analysis.

The Fellow and/or Faculty Mentor must provide a copy of approved Standard Operating Procedure when requesting the procurement of chemical or hazardous materials. Purchases cannot be made until approval is obtained.

**Fellow Initials** JR

**Faculty Mentor Initials** vikas

### **Student Employment**

The Office of Undergraduate Research will be hiring you through ERAU Student Employment Office for payment of SURF stipend. As part of this process, you are required to complete the following: (1) University's mandated Family Educational Rights and Privacy Act (FERPA) Training and (2) provide the required documentation for employment verification. For more information on this process, please visit <https://ernie.erau.edu/Departments/student-employment/student-information-center/Pages/Default.aspx>

**Fellow Initials** JR



### Equipment

Any equipment purchased under the Grant is University property and must be used for the research project funded by the Grant, even if the research project continues to be supported by other sources. When the equipment is no longer needed for the original project, it shall remain in the possession of the student organization and its faculty advisor and/or the Department of the Faculty Mentor, whichever will provide future opportunity for additional research efforts. If the student organization becomes dormant, or if a conflict of who owns the equipment ever occurs, ownership will be determined by the Office of Undergraduate Research with the approval of the Dean of the College associated with the grant application.

JR Student PI's Initials      vikas Mentor's Initials

### Statement of Eligibility

I hereby declare that: Neither I, my spouse, and/or my dependent children currently have a significant financial interest(s) in the above-referenced research project which must be disclosed under University policy; and that I will update this statement of eligibility if I, my spouse, and/or my dependent children secure new significant financial interest that requires such disclosure.

I further declare that I am not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal Department or Agency.

Finally, I declare that I am in good academic standing with the university and enrolled in at least six credits at the Daytona Beach Campus for the Fall 2023.

### Acceptance of Terms and Conditions

Acceptance of the terms and conditions of this award is made by signature below. Upon receipt of this Award, a cost center will be activated. The Office of Undergraduate Research reserves the right to hold funding if the fellow fails to uphold this signed contract. Failure to fulfill the listed conditions will make students **ineligible** from future funding and support from the Office of Undergraduate Research. *(Students may be exempt on a case-by-case basis. Students should provide appropriate documentation for failing to complete any of the above-mentioned requirements.)*

#### Office of Undergraduate Research

By: Ronnie Mack

Date: May 5, 2023

Name Printed: Ronnie Mack, Ed.D.

Title: Director

#### Faculty Mentor:

By: Vikas Sudesh  
Vikas Sudesh (May 5, 2023 03:55 EDT)

Date: May 5, 2023

Name Printed: Vikas Sudesh

Title: Associate Professor

#### Fellow:

By: Jacob Romeo  
Jacob Romeo (Apr 27, 2023 08:20 EDT)

Date: Apr 27, 2023

Name Printed: Jacob Romeo