

# FACULTY APPLICATION GUIDE

Summer Research Team  
Program for  
Minority Serving  
Institutions



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# LET'S GET STARTED!

This application is the first impression the Department of Homeland Security (DHS) Center of Excellence (COE) has of you and your research team.

Take the steps necessary to create a strong application!

## Logistical Tips:

- After you register with Zintellect, keep your login credentials in a handy place in the likely event that you will not complete the application in one sitting.
- As you complete a section, proofread your application *carefully* to assure that you have not left out a section, or misspelled words. Sometimes reading it aloud helps you “find” the missing pieces. . It is recommended that you composed your answers in Word or another word processing software and copy and paste your answers after you have proofread your responses.
- It is very easy to leave blank spaces in the application. To prevent this, if you must leave something blank while completing the application, create a note reminding you to return to that section later.
- Assure that your CV is attached to the application along with any other supporting documentation.

## Deadlines and other important items

- The Deadline for applications is: **December** for Faculty and **February** for invited students. Check the program website for this year's dates.  
<http://www.orau.gov/dhseducation/faculty/keydates.html>
- Those faculty invited to submit proposals must do so by the February deadline.

Selected teams will be notified in mid March.



# COMPLETING YOUR PROFILE IN ZINTELLECT



- After answering the basic contact and demographic information, you will be asked how you found this opportunity. Please choose all of the ways you heard about the Department of Homeland Security Summer Research Team program for Minority Serving Institutions.
- Next, list your educational background. This is not the school where you are now teaching, but your own education experience.
- The next section asks for relevant employment.
- Then, you will choose a research area of interest. You must choose one, but you can select as many as you like.
- Next, you will be asked to choose the Discipline area(s) of your most recent experience, as well as specific area(s) of interest.
- Next, list Special skills or areas of expertise you bring to the research.
- Your profile is complete at that point and you move on to the application itself.

## A NOTE ON AREA(S) OF INTEREST

### Choose Intentionally

- Choosing too many areas can be perceived as a lack of focus.
  - Choosing only one limits your opportunity
  - Choose 2-5 carefully targeted areas that closely align with your interests



# THE APPLICATION

## STATEMENT OF RESEARCH

After you enter your name, MSI classification and other faculty related information, you will be asked to *"Provide a Statement of Current Research, including funding levels and sponsors for all external research grants. Also include a description of past research, as well as other research interests that you have but that you may not be working on currently."*

The next two pages provide guidance for composing this critical piece. Your Statement of Research should be roughly 2-3 pages long, or about 8,000 words. It should address the following:

**WHAT?**

Shares your previous and current research as well as your vision for future projects.



**WHY?**

Tell the reader why your research is important to the academic community and the DHS mission while also highlighting your achievements, expertise and strengths.

**HOW?**

Not everyone who reads your proposal is a member of your discipline, so it is important to write clearly and concisely. Use as little disciplinary jargon as possible so an understanding of how you are going to accomplish the research is clear. Convey excitement about your research as you write. The tips on the next page will help you get started!

# TIPS FOR WRITING YOUR STATEMENT OF RESEARCH:

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- Identify the broad topic(s) of inquiry that interest you.
- Describe how you have begun to narrow the topic.
  - If you need help narrowing your topic, think about what the current “big questions” are in your field or discipline. Reading the latest literature may also help you delimit your topic.
- Explain related research you have completed.
  - Including your previous research and relating it to your current research or research interest allows you to share your experience in the field, along with your plan for the 10 week time frame as it relates to the COE you wish to collaborate with.
  - Here you can identify the ways your research **already** compliments the research going on at the proposed COE and ways that **both** your team and the COE could benefit from collaboration.
- Situate your research and its contribution to the discipline.
  - What value does your project hold for the larger research community?
- Your research interest may be large and encompassing, if so, think about the following:
  - What piece can be realistically completed in 10 weeks?
  - Target your summer research toward an achievable portion, but share your larger vision so the DHS COE understands how your research is aligned with their own.
- Finally, bring the project back to the broad topic and briefly discuss the place for your contribution in the larger research conversation.



Think of the statement of research taking the shape of a timer. It should be broad, then narrow and finally broaden again.

# IDENTIFYING A CENTER AND PROPOSING A SUMMER RESEARCH ACTIVITY



## DHS Centers of Interest

You are then asked to identify which [Center of Excellence \(COE\)](#) you wish to consider your application.

The Centers participating this year are listed in the drop-down on the application.

It is suggested that you visit their websites to familiarize yourself with the research of each DHS COE to get an idea of the scope of research that each supports.

Next, you are asked to: *“Describe the research activities with which you might want to be involved over the summer and why these activities might be a good fit with your knowledge, skills and abilities. Your description may be brief but should demonstrate an awareness of the type of research conducted at the DHS Center and should highlight those aspects of your experience and abilities that would enable you to make a contribution in that area of research.”*



## In other words, Why Should DHS Choose You?

- Familiarize yourself with the research of the DHS COE you have identified as a good fit for your own research interests.
- In your answer, highlight the areas of DHS COE research that align with your research experience or current interests.
- Identify where your research contributes to the mission of the Center.
- Describe the identified research activities that you desire to become a part of for the summer.
- Explain why this area of the COE mission is a good fit for your knowledge, skills and abilities.
- Discuss any research you have begun and how the summer project benefits you and your students as well as the COE.



# BUILDING YOUR CURRICULUM VITAE (CV)

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You will also be asked to upload a Curriculum Vitae. The CV is the standard representation of credentials within higher education, representing your academic background, teaching, and research experience.

## The Basics:

The CV should be well organized, in standard, 12 point font and include the following sections:

**Heading-**Including- name, email address, postal address and phone number

**Education-** Name of institution, City, State , Degree type and major as well as the month and year the degree was (will be) awarded (Most recent first)

**Relevant Experience-**This is where you highlight your fit for the specific position so you may want to organize the experience by sub-sections such as: Research, Teaching, Service

- For each relevant position include your title, institution name, city, state and dates, then use bullet points to summarize job duties and accomplishments. Use verbs and action phrases.

**Publications-**Use correct APA, MLA, Chicago/Turabian format as appropriate to your discipline, and include articles, books, book sections, reports and any other publication you have authored or co-authored.

- Use **boldface** type for your **last name** in each citation

**Presentations-** Give titles of professional presentations, name of conference or event, dates and location for both oral and poster formats.

**Honors and Awards-**List competitive scholarships, fellowships, and assistantships; names of scholastic honors; teaching and/or research awards





# OPTIONAL CV SECTIONS:

**Areas of Expertise**-Summarize relevant strengths or skills you want to highlight. This can usually be incorporated into other sections such as those within the *Relevant Experience* heading. This could include things like your fluency in a second language or a particular programming capability or other technical expertise.

**Grants**-Include the name of the grant, name of granting agency, date received, and title or purpose of research project.

**Service**-List institutional committees or groups to which you have provided leadership or service.

**Professional Licensure or Certifications**-Simply provide a list of all relevant licenses and certifications, the year received and indicate if they are current holdings.

**Professional Associations**-Provide a list of involvement in national, regional, state, and local professional organizations. Identify in list format, your service to the organization (Elected or appointed positions as well as committee activity. Student memberships in professional associations are also appropriate to note.

**Current Research**-Provide a brief description of research projects recently conducted or currently in process.

**Community Involvement**-List volunteer work in the community- this may be with a service organization or individual work.

