



2025 Fall Session 2

Signature Work Info Session for Junior Students

Friday, November 21st, 2025

Presenter: Prof. Richard Davis



Event Agenda

Important Deadlines

Requirements for Project Proposal and Mentor Matching

Recent Policy Changes

Funding Opportunities

Upcoming Events

Resources:

<https://signature-work.dukekunshan.edu.cn/>

<https://ugstudies.dukekunshan.edu.cn/ug-research-overview/duke-kunshan-university-signature-work-research-grants/>

Contact Info:

signaturework@dukekunshan.edu.cn

swrg-dku@dukekunshan.edu.cn



Deadlines for Junior Students





Junior (Class of 2027)

SW mentor agreement, project proposal, and RCR Certificate submission deadline

March 15th, 2026

Senior (Class of 2027)

2027 Spring SW Final Submission (SW Paper/Product) and Other Required Deliverables for the SWCE

March 2027

The exact deadline will be announced closer to the start of AY 26-27.

Last day of week 1 of session 1 in the Fall 2026

Senior (Class of 2027)

Last Day to Change of SW Mentor and/or Updated SW Project Proposal

April 2027

The exact deadline will be announced closer to the start of AY 26-27

Senior (Class of 2027)

2027 Signature Work Conference and Exhibition



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Requirements for SWPP (project proposal), SWMA (mentor agreement) and RCR (responsible conduct of research)



SW Mentor Agreement





Does my mentor have to be in my major?

DKU faculty aren't actually "in" majors, so no. Any faculty member who you think would be an appropriate fit is fair game.

- Student can have more than 1 mentor to supervise the SW project. 1 primary mentor who will be responsible for evaluating and grading both Capstone Courses and 1 co-mentor (optional). Both mentors need to be DKU full-time faculty.
- More information about the mentor/mentee responsibilities: <https://signature-work.dukekunshan.edu.cn/signature-work-handbook/> from P.7 to P.10



Students should reach out to the potential mentor and reach an agreement **before** signing the mentor agreement.

Submissions & Deliverables: Throughout the Signature Work process, students are responsible for providing mentors with evidence of their work and progress in a timely manner for feedback before university submission deadlines. Work in progress includes tangible research, writing samples and drafts, prototypes, and other deliverables.

Conference and Exhibition: All students must present their work at the Signature Work Conference and Exhibition. Attendance at the event is mandatory for graduation. Exceptions will be made on a case-by-case basis.

Communication: Students are responsible in doing their part to ensure smooth communication with mentors, team members, and the university throughout the entire Signature Work process.

Mentors: Respond to mentors in a timely manner. This includes replying to emails on time, attending scheduled meetings, notifying mentors of delays and changes, etc.

Teams: Coordinate with team-mates to complete individual and group goals.

Information: Attend Signature Work Fair, seminars, and information sessions with mentor.

Questions: Take responsibility in ensuring you understand all aspects of Signature Work. If questions arise, first consult the Signature Work Handbook, then your mentor and/or the Signature Work Office.

Mentor Name *

Alan Maccharles

Have co-mentor? *

☐ Yes ☐ No

**When you fill out the Formstack survey, you can select the faculty name from the drop list.*

SW Project Proposal

Individual and Team-based Project





what should I consider? before Fill out the

SWPP Formstack Survey

- 1) What is the focus of my SW project? What is my research direction, methodology, and bibliography?
- 2) Whether I will doing Individual or team project? (*Team-based project allows max 5 students to team up*)
- 3) Whether I will conduct a pure academic project or pursue a creative project ?
- 4) Whether my research need to apply for funding?
- 5) Develop a plan for expected progress, including deadlines, regular check-ins with my future mentors, and so on...
- 6) What are the 3 courses I have taken or will take in the future that will support my research and can be considered as my thematic courses



Does my research require approval from an Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC)?

If your proposed SW project checks any of the below statements, please make sure you apply for Institutional Review Board (IRB) approval. Failing to get IRB approval may postpone your graduation.*

- ☐ Will you be asking people questions, whether in interviews or focus groups or surveys or something else, in order to produce data?
- ☐ Will you observe people's behavior in a controlled setting (like a lab) or a natural setting (like a restaurant)?
- ☐ Will you be collecting any information from anyone that could identify them, like a WeChat ID, email address, or phone number?
- ☐ Will you be working with data that is collected from people?
- ☐ N/A

If your proposed SW project checks the below statement, please make sure you apply for the Institutional Animal Care and Use Committee (IACUC) approval. Failing to get IACUC approval may postpone your graduation.*

- ☐ Will you be doing hands-on experiments with vertebrate animals?
- ☐ N/A



IRB (Institutional Review Boards) /IACUC (Institutional Animal Care and Use Committee)

If your research:

- Involves generalizable data collected from human subjects (i.e. via surveys)
- Involves physically interacting with vertebrate animals

You **must** apply for and receive IRB/IACUC approval **before** you begin collecting data

What is your Signature Work project? Include a description of your final product. (500 - 1000 words)*

Bibliography (Five sources minimum). Use the appropriate style for your discipline.*



It is recommended to exchange drafts of proposal with your mentor and co-mentor (if applicable) before you officially submit it via Formstack, as they can decide not to accept your proposal and require revision when reviewing it in Formstack. If this happens, you will be notified and need to start a new submission.

After your mentor and co-mentor (if applicable) accept your proposal, you will be able to register for Capstone courses.

RCR

(Responsible Conduct of Research)





Link to the Responsible Conduct of Research online training page:
<https://about.citiprogram.org/en/series/responsible-conduct-of-research-rcr/>

Once you have completed the online training, please submit the course completion certificate through the Formstack.

The step by step instruction can also be found in our website.

Reponsible Conduct of Research Section

Link to the Responsible Conduct of Research online training page:
<https://about.citiprogram.org/en/series/responsible-conduct-of-research-rcr/>

Date of RCR completion *

Please upload your RCR Certification (PDF Only. Please name your document: NetID_StudentLastName_ClassYear_MentorLastName_RCR) *

Choose File

Remove File

No File Chosen



Sample RCR Certificate



Completion Date 02-Dec-2022
Expiration Date 02-Dec-2025
Record ID [REDACTED]

This is to certify that:



Has completed the following CITI Program course:

Undergraduate Student Responsible Conduct of Research Course
(Curriculum Group)

Undergraduate Student Responsible Conduct of Research
(Course Learner Group)

1 - Basic Course
(Stage)

Not valid for renewal of
certification through CME.

Under requirements set by:

Duke RCR

CITI
Collaborative Institutional Training Initiative

101 NE 3rd Avenue, Suite 320
Fort Lauderdale, FL 33301 US
www.citiprogram.org

Generated on 07-Apr-2024. Verify at:



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Capstone Courses

At the early stage, students should think about the following questions:

- When should I enroll in my Capstone Courses?
- What objectives should I accomplish during these two Capstone courses?



Capstone Courses Enrollment Options

Completed over 8-credits of Capstone courses (mostly) taken in senior year

Junior Year S4	Senior Year S1	Senior Year S2	Senior Year S3	Senior Year S4
	2-credit 495A	2-credit 495B	4-credit 496	No Capstone courses can be taken in the last session.
	4-credit 495	4-credit 496		
	4-credit 495		4-credit 496	
		4-credit 495	4-credit 496	
2-credit 495A	2-credit 495B	4-credit 496		
2-credit 495A		2-credit 495B	4-credit 496	
2-credit 495A	2-credit 495B		4-credit 496	

Only juniors who study at DKU in Spring 2026 can register for the 2-credit 495A.



Lab-based SW Project

If you are proposing a lab-based SW project, it is highly recommended to talk with your mentor and figure out if you will need to start your lab work in Summer 2026 before your senior year starts.

Recent Policy Changes





Signature Work Proposals submitted after the official deadline will incur an automatic administrative grade reduction to the final Capstone 495 grade. Proposals submitted seven days late will have the grade reduced by 10 points; fourteen days late will have the grade reduced by 20 points; twenty-one days late will have the grade reduced by 30 points. No grade will be reduced in this way below a 60 (D-).



Submission Deadline: Sunday, March 15th 11:59 PM (BJT)

Submitted after 11:59 PM on the following dates will incur the following automatic CAPSTONE 495 grade deductions:

- *10-pts: Saturday, March 21st*
- *20-pts: Saturday, March 28th*
- *30-pts: Saturday, April 4th*

Funding Opportunities





SWRG: Signature Work Research Grant

SWRG Timeline and Funding cycle

- **Jan 15, 2026** – Spring application deadline, with a target of announcing by February 15. Only Juniors or Seniors not graduating in the spring are eligible to apply for this round.
- **May 15, 2026** – Summer application deadline, with a target of announcing by June 15.
- **Reimbursement deadlines:** Dec 15, 2025; Apr 15, 2026 (for graduating '26 seniors); Jun 15, 2026; Dec 15, 2026; Apr 15, 2027 (for graduating '27 seniors).
- The deadlines for the **2026 Fall** cycle in the academic year 2026-2027 will be announced later this year.



Other Funding Sources for Students

- Limited funds for students to attend conferences*
学生参加会议的有限经费
- Limited funds for students to attend competitions*
学生参加竞赛的有限经费
- Innovation funds for students to be entrepreneurial
学生培养企业家精神的有限经费
- Some faculty have funding for research support
一些教职人员有研究支持资金
- Some faculty have discretionary funds
一些教职人员有自主决定的经费
- Internal Sources (research centers?)
内部来源（研究中心？）
- Experiential learning hosts
实践学习主办机构
- External Sources
外部来源



* Managed by Academic Services

If you would like to know more details about research funding for Signature Work, please join our SW Seminar from 11:00 AM to 12:00 PM later today. Our invited speaker will share research grants in detail.



Upcoming Event





Today, 11:00 am – 12:00 pm (BJT)

Zoom ID: 5575789740

SIGNATURE WORK SEMINAR



Writing Winning Ways to Wrestle Funding

📅 21 November 2025 | 11:00 AM - 12:00 PM (BJT)

📍 Academic Building 1087

📺 Zoom ID 557 578 9740

Prof. Paul Stanley

Senior Lecturer in Physics

Associate Dean of Undergraduate Studies

RSVP



标志性成果办公室
Office of Signature Work



November 28th Signature Work Fair



标志性成果办公室
Office of Signature Work

2025 SIGNATURE WORK FAIR

Come celebrate our fall graduates and see their amazing projects!

Friday, November 28th | 1:00 PM - 4:30 PM



Meet Your Future SW Mentor

LOCATION: AB BALLROOM

TIME: 1:00 PM - 2:00 PM



Fall Graduates' Presentations

LOCATION: AB 1079 | 1087 | 2103 | 2107

TIME: 2:30 PM - 4:00 PM



Poster Walk

LOCATION: AB HALLWAY

TIME: 4:00 PM - 4:30 PM

SIGN UP

