

SENIOR FELLOWSHIP

APPLICATION INSTRUCTIONS

Application Checklist

- Application form
- Written Proposal
- Budget
- Official transcript
- CPHS approval (if necessary)
- Letters of recommendation from three (3) professors in signed and sealed envelopes
- Interview: scheduled following submission of application

Guidelines for the Written Proposal

- state what the project is
- explain why the project is important (for example, how the project will contribute to your academic development)
- describe how your background in academics and/or other areas has prepared you to do this project
- describe the project in detail: discuss relevant literature and/or previous work in the area done by you and by others
- specify the project plan: what exactly are you planning to do and what is your timetable
- explain why you are applying for a senior fellowship rather than enrolling in existing courses
- explain your academic plan for the fellowship (e.g. what courses would you take or audit and why? Have you satisfied the requirements for graduation? Do you intend to complete a major?)
- describe your plans after graduation
- pages of the proposal may be clipped together or stapled but NOT bound

Guidelines for the Budget

Travel Expenses

- Travel - airfare, bus, subway, personal vehicle (explain why it is necessary to travel as opposed to other alternatives.)
- Rent - hotel accommodations during travel, housing during off campus travel (not allowed if living at home or while working on the project on campus)
- Food - meals (not allowed if living at home or while on campus)

Supplies/equipment/services

- Generally covered:
 - tapes and computer storage CD's
 - lab materials (chemicals, test kits, animals, petri dishes, etc.)
 - art and photography supplies
 - long-distance calls related to research
 - photocopying library materials
 - rental equipment
 - fees for translating, coding, interviewing
- Generally not covered:
 - computer software
 - books
- NOT covered:
 - purchase of equipment (e.g. computers, tape recorders, cameras, video cameras, cell counters, blood pressure monitors, etc.)
 - retroactive funding for research already completed
 - tuition or living expenses for courses taken on or off campus

Submit all application materials to the Office of Undergraduate Advising and Research, HB 6201.

***** Late applications will not be accepted *****

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Application Timeline

NOTE: This timeline assumes a typical academic schedule: applying in the spring of junior year to begin a fellowship in the fall of senior year. If you wish to start a fellowship in a term other than fall of senior year, you **MUST** contact the Office of Undergraduate Advising and Research no later than the third week of the term **THREE** terms before you wish to begin the fellowship.

Fall of junior year (or earlier):

- Identify a primary advisor for the project
- Work with primary advisor to design the fellowship project
- Read the ORC section on Senior Fellowships

Winter of junior year:

- Do any background research or work necessary for the project
- Consult with faculty who might serve as secondary advisors or examiners for the fellowship
- Work on the written proposal and submit an initial draft to your primary advisor
- It is **STRONGLY** recommended that you make an appointment at the Office of Undergraduate Advising and Research to discuss your project and application (blitz: Undergraduate Research)

Spring of junior year:

- Complete the final draft of the proposal
- Order an official transcript from the registrar
- Get three letters of recommendation from faculty members (one letter must be written by your primary advisor)
- Submit the application on or before the deadline
- Prepare for the interview with the Committee on Senior Fellowships. Both the applicant and his/her primary advisor are required to attend the interview.

Submit all application materials to the Office of Undergraduate Advising and Research, HB 6201.

***** Late applications will not be accepted *****

SENIOR FELLOWSHIP *Budget Form*

You may **request** funding for the same expenses from multiple sources, but you may not **accept** more funding than the anticipated total cost of your research.

Anticipated **total** cost of your research (from Section A): \$ _____

Amount requested from Dean of Faculty office: \$ _____

Amount **confirmed** from other funding sources (Section B): \$ _____

Amount requested from other funding sources but **NOT** confirmed (Section B): \$ _____

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### **SECTION A: Expenses**

*All expenses and travel must relate directly to your project. On campus housing (while enrolled in classes) or living at home expenses are not allowed. Please see instructions for allowable expenses. List item, followed by amount and a brief explanation. If more explanation is required, continue on an additional page.*

|                            | <u>Amount</u>   | <u>Explanation</u> |
|----------------------------|-----------------|--------------------|
| <b>Travel:</b>             |                 |                    |
| Travel                     | \$ _____        | _____              |
| Rent or lodging            | \$ _____        | _____              |
| Food                       | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| <b>Supplies/Equipment:</b> |                 |                    |
| _____                      | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| <b>Other:</b>              |                 |                    |
| _____                      | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| _____                      | \$ _____        | _____              |
| <b>Total of Section A:</b> | <b>\$ _____</b> |                    |

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SECTION B: Additional Sources of Funding

If you have applied for funding from other sources, please list sources of funding and amounts. Also note whether that funding is confirmed (i.e. whether or not you know if you have received the funding).

Confirmed (y/n)	Amount	Source
_____	\$ _____	_____
_____	\$ _____	_____

SENIOR FELLOWSHIP
Faculty Endorsement / Recommendation Form

Applicant (print): _____ Name of recommender (print): _____

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**To be completed by the applicant:**

I waive \_\_\_\_\_ do not waive \_\_\_\_\_ any right I may have to read or obtain copies of the recommendation I am receiving from \_\_\_\_\_.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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To be completed by ALL recommenders:

Please complete this form and attach a letter of recommendation. The letter should address:

- (a) What is your knowledge of this student's academic background and aspirations?
- (b) What is your estimate of how the project may enrich this student's academic career?
- (c) What is your evaluation of the feasibility and quality of the proposed project?
- (d) What is your sense of the student's ability to complete the work successfully?
- (e) Why would a Senior Fellowship be a better way for the applicant to spend senior year than taking courses in the existing curriculum?
- (f) FOR PRIMARY ADVISOR: What role will you play in the project?

In signing this endorsement, I indicate my support of the student in his/her application to be a Senior Fellow.

Signature of Recommender _____ Date _____

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**To be completed ONLY by the faculty member who will be the primary advisor for the fellowship:**

Please indicate the status of the project as it relates to the use of human subjects:

- \_\_\_\_\_ This project has approval from the Committee for the Protection of Human Subjects
- \_\_\_\_\_ This project is being submitted for CPHS approval
- \_\_\_\_\_ This project does not require CPHS approval

\* Note that the faculty advisor, not the student, is considered the Principal Investigator for any research project submitted to CPHS and is responsible for insuring compliance with CPHS guidelines.

In signing this endorsement, I indicate my willingness to act as the primary advisor to the applicant if he/she were to be appointed a Senior Fellow. I acknowledge: (1) the applicant has consulted me in the design of the project, (2) I have read the applicant's proposal, and (3) I endorse his/her application to be a Senior Fellow. I agree to provide guidance to the student throughout the project and will evaluate the student's progress on an on-going basis. I also agree to serve on the examining committee for the student's final project.

Signature of Primary Advisor \_\_\_\_\_ Date \_\_\_\_\_