Undergraduate Summer Research Fellowship
Application Guidelines

Overview
The summer research fellowship program is intended to support the undertaking of research projects and creative activities performed by undergraduates at Westminster College under the supervision of Westminster College faculty during a four-week period anytime between May and August. The program is competitive with only four students/faculty pairs selected to receive fellowships for Summer 2017.

Funding
Individuals selected for the competitive Drinko Center Summer Research Fellowship Program will be provided the following compensation:

- $1,000 stipend for the undergraduate student
- $500 stipend for the faculty mentor
- $350 toward the cost of on campus housing for four weeks (~half the total cost).

(Students who elect to live off campus are not eligible for these funds.)

Eligibility
The student must be currently enrolled as a degree-seeking student and be in good academic standing at Westminster College at the time of the fellowship application. Students who will graduate in May 2017 are NOT eligible for this program.

Students must identify and contact a mentor who is a current Westminster College Faculty member in advance of submitting an application. A mentor must agree to support your application, help you to develop and define a research project, and assist you in the writing of the research proposal.

Conditions
Students and Faculty selected to receive a summer research fellowship are subjected to the following conditions:

During Summer Fellowship Period:
Students must meet with their Faculty mentors a minimum of twice a week and keep a record of each of their meetings.

Students must log all hours spent working on their project and submit hours to the Drinko Center on a weekly basis.

Students must write a summary of their project progress to be submitted to the Drinko Center no later than one week after the completion of their four-week fellowship.

Students must complete the program evaluation form no later than one week after the completion of their four-week fellowship.

Faculty must complete the program evaluation form no later than one week after the completion of their four-week fellowship.

Post Fellowship Period
Student fellowship recipients are required to give an oral presentation at an event organized by the Drinko Center promoting the summer fellowship program the fall semester following their summer research experience.

Student fellowship recipients are required to participate in the Undergraduate Research & Arts Celebration in the academic year following their summer research experience.

*Students or Faculty who fail to meet the above conditions are required to pay back their fellowship to the college in full.*

*I certify that I have read and agree to the above conditions*

Name: __________________________________________

Signature: ____________________________________ Date: ________________

(Student applicant)

Name: __________________________________________

Signature: ____________________________________ Date: ________________

(Faculty applicant)
Summer Research Fellowship
Application

**Deadlines and Award Notification**
Applications are due no later than **Friday April 7th 2017**. Notifications will occur in the last week of April 2017.

Completed applications can be submitted either electronically or in print:

**Electronic:**

ugresearch@westminster.edu

Subject line should read:
Student Last Name: Summer Fellowship Application

**Print:**

Karen Resendes, Co-Director of Undergraduate Research
Box 30
Patterson Hall 315
Drop forms by the office or send via campus mail.

**Application Checklist**
Applications will not be considered until the complete set of application documents are received. The following components compose a complete application (forms comprise the rest of this document).

- Student and Faculty Signed Conditions Page (previous page)
- Applicant Information
- Student Personal Statement
- Project Form (Project Overview and Timeline)
- Faculty Letter of Support

**Applicant Information:**

**Student**

Name

Campus Box #______________ E-mail Address

Address

Major/Degree Program________________________ Anticipated Graduation Date____________________

**Faculty Mentor**

Name

Campus Box #______________ E-mail Address

Major/Degree Program________________________
Student Personal Statement:
Provide an overview that describes your reasons for performing a summer research project, including your research interests and experience, educational goals and career objectives.
Project Form

Project Information:
Describe your intended research project. Your description should contain background information about your project, an explanation of your proposed methodology (what you will do and how), and a statement of the goals/predicted outcomes of your project.

Project Timeline:
Outline your project objectives and goals specifically for your four-week time window, including the intended dates of work.
Faculty Letter of Support

Student Name: ________________________________

Faculty Advisor Name: ________________________________

Please write a statement indicating your willingness to serve as mentor for the project described in the attached proposal. Specifically, please describe your level of involvement in the proposed project, the student’s ability to conduct this project, and the value of the project as a contribution to the discipline. Please contact the Co-Directors of Undergraduate Research (Dr. Karen Resendes and Dr. Pamela Richardson) if you have any questions about your responsibilities related to mentoring this project.