

# Summer Undergraduate Research Fellowship Application Guidelines



## Overview

The Summer Undergraduate 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 or six-week period anytime between May and August. The program is competitive with a limited number of students/faculty pairs selected to receive fellowships for Summer 2024.

## Funding

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

Stipend for the undergraduate student	\$2,000 (four weeks) or \$3,000 (six weeks)
Stipend for the faculty mentor	\$1,000 (four weeks) or \$1,500 (six weeks)
On campus housing for four or six weeks	<i>Students who elect to live off campus are not eligible for housing funds.</i>

## 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 2024 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 your project, and assist you in the writing of the proposal.

## Conditions

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

### During Summer Fellowship Period:

Faculty and students must attend bi-monthly summer research fellowship luncheons.

Students must meet with their faculty mentors a minimum of twice a week and keep a record of each of their meetings.

Students must write a summary of their project progress to be submitted to the Drinko Center no later than the first day of classes of the fall semester following the summer they completed their fellowship.

Students must complete the program evaluation form no later than the first day of classes of the fall semester following the summer they completed their fellowship.

In order to receive their stipend, faculty must complete the program evaluation form no later than the first day of classes of the fall semester following the summer they completed their fellowship.

### Post Fellowship Period

Student fellowship recipients are required to present at the Professional Networking Symposium and to present at the Fall Research Showcase the semester immediately 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)

# Drinko Center Summer Research Fellowship 2024 Application

## Deadlines and Award Notification

Applications are due no later than **Wednesday, March 27<sup>th</sup>, 2024** (note: this is the last day before Easter break). Notifications will occur in early April 2024.

Completed applications must be submitted electronically:

### Electronic:

[ugresearch@westminster.edu](mailto:ugresearch@westminster.edu)

Subject line should read:

Student Last Name: Summer Fellowship Application

## 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 (this page)

\_\_\_\_\_ Student Personal Statement

\_\_\_\_\_ Project Form (Project Overview and Timeline)

\_\_\_\_\_ Faculty Letter of Support

## Applicant Information:

### Student

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

Major/Degree Program \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Do you intend to live on campus during the program? \_\_\_\_\_ Yes \_\_\_\_\_ No

What length of fellowship experience are you seeking? \_\_\_\_\_ 4 Weeks \_\_\_\_\_ 6 Weeks

### Faculty Mentor

Name \_\_\_\_\_

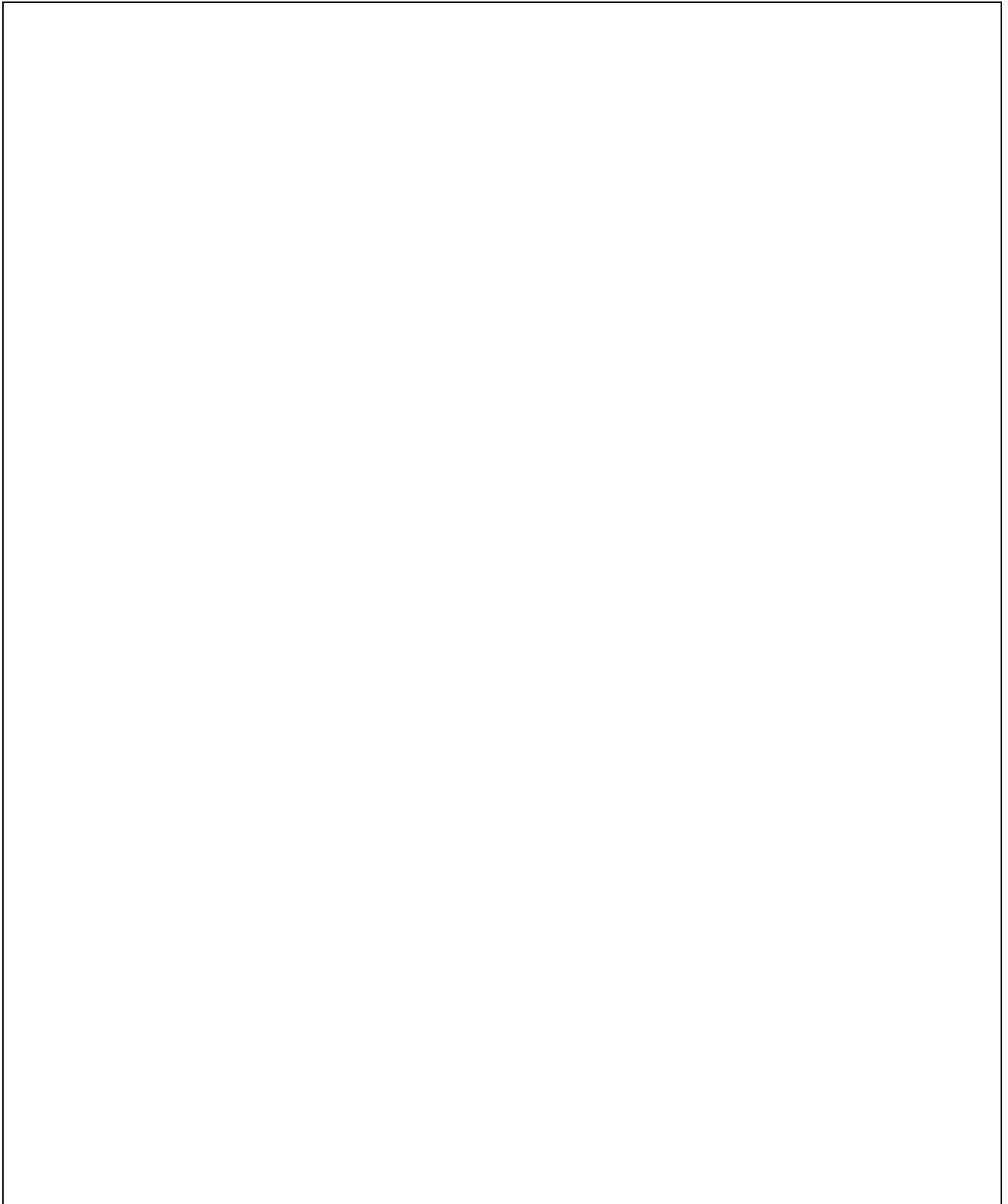
Campus Box # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Department \_\_\_\_\_

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**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.

A large, empty rectangular box with a thin black border, intended for the student to write their personal statement. The box occupies most of the page below the instructions.

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**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 or six week time window, including the intended dates of work.

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**Faculty Letter of Support**

Student Name \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Please write a letter supporting the student's application and indicating your willingness to serve as mentor for the project described in the attached proposal. Specifically, please describe the student's experience, qualifications, and ability to conduct this project, the value of the project as a contribution to the discipline, and your level of involvement in the proposed project. Consider this letter as comparable to the Letter of Recommendation written for an external internship or program. Please contact Patrick Lackey, the Director of Undergraduate Research, if you have any questions about your responsibilities related to mentoring this project.