

# **Request for Proposals, 2019-20**

## **Application for Student/Faculty Undergraduate Scholarly Collaboration Fellowship Funding**

### **I. Application Materials**

A completed proposal consists of:

- General Information and Budget (see below)
- A project description of up to 4 pages (in no smaller than single-spaced, 12 point font with 1-inch margin).
- The description should contain clear objectives and intended outcomes, details of how the faculty and student will work together, budget justification, and a detailed time frame for achieving the objectives
- 1-page letter of student interest in the project
- A CV for the faculty mentor no more than 3 pages
- 1 page CV for student
- Student recommendation letter from one additional faculty member that directly addresses the student's ability to carry out the project
- Copy (unofficial) of student's current transcript
- Submit information appropriate to your funding request- Summer or Semester. If applicant is submitting a Summer request, indicate whether you wish to be considered for a Year-Long Fellowship. The Committee will contact applicants under consideration for these awards and faculty selected for such awards will create a new budget in collaboration with the Dean.

# Request for Proposals, 2019-20

## II. General Information

Faculty Name	
Department	
Student Name	
Student Name	
Project Title	
Project Type	Summer or Semester.  If Summer, do you wish to be considered for a Year-Long Fellowship?

## III. Budget Guidelines

### Summer Projects

<b>A. Faculty Member</b>				
Faculty Name	Number of Weeks Weeks may range from 6-10	Total Faculty Stipend* (\$500/week for 6-10 weeks)	Other Faculty Income amount)	Description
<i>Examples:</i>				
Dr. Sid Vicious Dr. Sideshow Mel	6 or 10	\$3,000 or \$5,000	\$5,837 or \$0	Teaching IDS 3xxx in Summer A (3 cr)

<b>B. Student(s)</b>		
Student Name	Number of Weeks (range 6-10), 20-29 hrs/week	Total Pay* (\$12/hr)
<i>Examples:</i>		
Eliza Doolittle	6 weeks, 29 hrs/week	\$2,088
Ignatius J. Reilly	10 weeks, 24 hrs/week	\$2,880

\*Do not include benefits here. These will be added later for faculty and students.

## Request for Proposals, 2019-20

<b>C. Materials &amp; Supplies, Travel</b>		
Faculty/student teams may request up to \$2,000 total for Materials/Supplies + Travel	Description	Amount
Materials/Supplies		
Travel		
*International Travel		

\*Must include documentation acknowledging approval from the International Services Office.

<b>D. Total Budget</b>	(totals from A,B,C above)
Faculty Stipend	
Student Pay	
Materials & Supplies	
Travel	
<b>Grand Total</b>	

# Request for Proposals, 2019-20

## Semester Projects

A. Faculty Member		
Name	Faculty Stipend (\$3,600)	Term: Fall or Spring

B. Student(s)		
Student Name	Number of Weeks (range 12-15), *hrs cannot exceed 29/week	Total Pay* (\$12/hr)
Example:		
Uriah Heep	12 weeks, 15 hrs/week	\$2,160

\*Do not include benefits here. These will be added later for faculty and students.

C. Materials & Supplies, Travel		
Faculty/student teams may request up to \$2,000 total for Materials/Supplies + Travel	Description	Amount
Materials/Supplies		
Travel		
*International Travel		

\*Must include documentation acknowledging approval from the International Services Office.

## Request for Proposals, 2019-20

<b>D. Total Budget</b>	(totals from A,B,C above)	
Faculty Stipend		
Student Pay		
Materials & Supplies		
Travel		
<b>Grand Total</b>		

### IV. Project Reports

Faculty recipients will submit a report describing the work and accomplishments of the student/faculty collaborators by the end of the semester following the completion of the Fellowship period. In addition, all faculty and students (unless the student has graduated) will be expected to participate in an event attended by the Seidlers that showcases their work and accomplishments.