SUMMER STUDENT FELLOWSHIP APPLICATION GUIDELINES
October 2016

Early decisions regarding summer fellowships for research and creative projects give both students and faculty a head start in arranging their summer activities, and also allow the university to plan for allocation of resources. This document provides guidelines and deadlines for student summer fellowships via two models of student-faculty involvement: Faculty-initiated fellowships and student-initiated fellowships. Students who participate in either type of project will receive a weekly stipend of $450 for 8 to 10 weeks. Colgate makes low-cost housing available to students living in Hamilton over the summer while undertaking funded projects.

1. Faculty-Initiated Fellowships
   Research or creative projects in this model are designed and proposed by faculty members, who request support for summer student collaborators. Under this model, faculty members submit one or more proposals for mentoring students. Proposals will be put forth by submission through a form made available to faculty in an email (from the Dean of the Faculty or Division Director) announcing the process. The form will include:

   • Project title
   • Goals, expected outcome, and role of the student
   • Student’s qualifications (if applicable)
   • Need in terms of weeks and number of students (if more than 2 students, brief justification must be given)
   • Abstract to be posted online for students to view

   The timeline for this form of funding is given in Table 1. Faculty proposals are due through online submission to the Office of Undergraduate Research by November 28, 2016. After this date, the Division Director and Department Chairs meet to decide which proposals to recommend to the Dean of Faculty for funding. Once approved, the summer opportunities for proposals are announced to faculty by December 16 and to students early in the spring semester. Students apply through an online form (each can apply for up to 3 faculty projects) submitted to the Office of Undergraduate Research by February 6, 2017. Students will be notified of the status of their application by February 23. This notification (either positive or negative) will be made to students by the Division Director.
Table 1. Timeline with Deadlines for Faculty-Initiated Summer Fellowships

<table>
<thead>
<tr>
<th>Stages</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Faculty submit proposal(s) to UR office; proposals then reviewed by dept/division directors</td>
<td>November 28, 2016</td>
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<tr>
<td>Target date for announcements of approved projects to faculty</td>
<td>December 16, 2016</td>
</tr>
<tr>
<td>Students apply for up to 3 faculty-directed projects</td>
<td>February 6, 2017</td>
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<tr>
<td>Faculty will be notified and given access to student applications</td>
<td>February 10, 2017</td>
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<tr>
<td>Faculty decisions are announced to students via email from each division director</td>
<td>February 23, 2017</td>
</tr>
<tr>
<td>Students reply to UR office to accept position and indicate start/end dates</td>
<td>March 9, 2017</td>
</tr>
<tr>
<td>Hard copy of final arrangements mailed to student</td>
<td>April 5, 2017</td>
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</table>

2. Student-Initiated Fellowships

Research or creative projects in this model are supervised by faculty but proposed by students. These projects do not need to be related to the faculty member’s research or specific area of scholarly or artistic interest, but the faculty member must agree to supervise the student(s) for the duration of the project. In coordination with faculty mentors, students may apply for funding to the Division Director. The application must include:

- Project title
- 3-5 page narrative following the guidelines listed below:
  - Written for a non-specialist.
  - Must clearly identify the question to be addressed by the research project or the goal of the creative project, and its significance.
  - Specifically and concretely describe the creative process that will be followed or experimental plan that will be carried out, and indicate the intended outcome(s) of this process.
  - Describe any alternative approaches or experimental plans, if applicable.
  - Where applicable, appropriate references must be included.
  - Include a timeline of anticipated tasks over the course of the summer fellowship.
- A current copy of the unofficial transcript obtained from the Office of the Registrar
- A statement from the faculty mentor that includes:
  - The significance of the proposed work.
The quality of work that may be expected from the student(s).
- The plan for consultation and supervision, given student needs and ability to work independently.

The timeline for this type of funding is listed in Table 2.

Table 2. Timeline with deadlines for Student-Initiated Summer Fellowships

<table>
<thead>
<tr>
<th>Stage</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Students submit proposals to Division Director, including support letter from faculty mentor</td>
<td>March 6, 2017</td>
</tr>
<tr>
<td>Awards to students are announced</td>
<td>March 24, 2017</td>
</tr>
<tr>
<td>Students accept position</td>
<td>March 29, 2017</td>
</tr>
<tr>
<td>Hard copy of final arrangements mailed to students</td>
<td>April 5, 2017</td>
</tr>
</tbody>
</table>

Additional Notes:
- Both funding categories involve direct faculty supervision.
- Summer fellowship positions are normally not available for graduating seniors.
- Those faculty members interested in faculty-initiated fellowships should direct the proposal to the division director of the division in which they maintain a continuing appointment or affiliation.
- Faculty cannot leave on-campus student collaborators unsupervised for an extended period of more than 2 weeks. Faculty must make arrangements so that students have the proper guidance during their absence. For students working in a research or creative environment with potential hazards, the faculty must arrange for a colleague to oversee the student activities and be available in case of emergency.
- At the conclusion of the project, students must provide to the office of the Center for Learning Teaching and Research an abstract with the accomplishments of the project written for the non-specialist. These abstracts will be included in the Directory of Student Summer Research.
- Faculty members are eligible for SUMR credit according to guidelines.
- Faculty may also apply for Research Council summer student wage grants to hire students to support faculty scholarly activity that may not have the format of a student project. These positions involve hourly pay. To apply for this type of funding, faculty should refer to the Research Council guidelines.

Approved by the DAC, October 17, 2016