# Call for Proposals

# Announcement of Mellon undergraduate research in the humanities and social sciences

# Research and Pre-Thesis Fellowships

Scripps Collegeseeks student proposals for research or pre-thesis projects in the Humanities and Social Sciences for work in Fall 2017. Proposals are due by Sunday, September 17th by 11p.m.

**Program Goals**

The goals of the Mellon Undergraduate Research Fellowship program are to provide opportunities for students (1) to gain critically important research skills and training in a faculty-directed research fellowship and (2) to pursue their own research questions and more fully develop their senior theses with a pre-thesis fellowship.

**Types of Awards and Funding**

**Research Fellowship** – work with faculty member on the faculty member’s research initiative. Students receive a salary of $10.5/hour for their work on the project, with an estimate of 5 hours/week for 12 weeks. A fellow may apply for up to $850 to pay for supplies, materials, or travel. Students may not receive academic credit for salaried research positions.

**Pre-Thesis Fellowship** –student-driven project related to the student’s future senior thesis work. Students may apply for academic credit following Scripps guidelines for petitioning for independent study credit. A fellow may apply for up to $1,300 to pay for supplies, materials, or travel.

## Eligibility

**Research Fellowship**: Scripps College students who have completed or are currently in enrolled in Core 3 and whose faculty-directed research projects are in the humanities or social sciences. This award does not fund thesis research for seniors.

**Pre-Thesis Fellowship**: Scripps College Juniors whose senior thesis will be in the humanities or social sciences. Juniors studying abroad are eligible for this award. This award does not fund thesis research for seniors.

## Application/Implementation Timeline

Students will pursue these projects in Fall 2017 for completion by the end of classes in December.

**Outcomes**

Each fall, the Research Fellows and their participating faculty members will present their

research to the Scripps community. Students will produce a scholarly work from their faculty-directed research experience or pre-thesis fellowship or a reflection piece on the lessons learned during this fellowship. Students will submit copies of the work to the Associate Dean of Faculty at the beginning of the semester following funding (i.e. January 19, 2018 for Fall 2017 funding).

Proposals must include the following: (see online application)

**Research Fellows**:

* 250-300 Word Abstract outlining project
* Project Description (see below)
* Proposed Budget and Budget Justification
* Unofficial Transcript
* Faculty letter of support detailing activities student will be involved in, level of supervision and consultation the student will receive, and the skills that the student will gain through the experience.
* Proposal approval letter from the Institutional Review Board (IRB) or Keck Science Institutional Animal Care and Use Committee (IACUC) if required

**Pre-Thesis Fellows**:

* 250-300 Word Abstract outlining project
* Project Description (see below)
* Proposed Budget and Budget Justification
* Unofficial Transcript
* Letter of recommendation from the faculty member who will guide the research process and facilitate progress throughout the fellowship award period. The faculty mentor will commit to a minimum of once a week project-related contact with the fellow.
* Proposal approval letter from IRB or IACUC if required

IRB and IACUC information

If a student’s research involves work with human participants, (e.g. surveys, interviews, taking oral histories) she must apply for approval from the Institutional Review Board (IRB). See <http://www.scrippscollege.edu/academics/irb>  for information on how to apply, including the link to the online application. The student must meet with the IRB chair prior to the Mellon application deadline to get guidance on proposing a project that will meet IRB requirements. For questions on whether or not the project requires IRB review, contact IRB chair Professor Michael Spezio ([mspezio@scrippscollege.edu](mailto:mspezio@scrippscollege.edu)).

If a student’s research involves work with animals, she must apply for approval from the KS Institutional Animal Care and Use Committee (<http://www.kecksci.claremont.edu/research/>). Contact Professor Marion Preest ([mpreest@kecksci.claremont.edu](mailto:mpreest@kecksci.claremont.edu)) with questions about animal use.

## Review Criteria

The evaluation committee will consist of faculty from each of the three divisions of humanities, arts, and social sciences and the Associate Dean of Faculty.

**Selection Criteria for Research Fellows** –They will evaluate the proposals based on:

* The strength and quality of the project to be accomplished during this timeframe;
* The feasibility of the project to be accomplished during the timeframe;
* An obvious collaborative effort between the student and faculty member;
* A clear demonstration that the project is designed to engage the student as an active intellectual participant and that the student will develop hierarchical skills;
* Outcomes that focus dually on process and product;
* Reasonableness of the budget.

**Selection Criteria for Pre-thesis Fellows -** They will evaluate the proposals based on:

* The strength and quality of the project to be accomplished during this timeframe;
* The quality and feasibility of the budget;
* A clear connection that demonstrates a progression to the senior thesis;
* The significance of the proposed research;
* The faculty mentor’s commitment as demonstrated by the letter of recommendation, their judgment of the student’s ability to carry out the proposed work, and their evaluation of the project’s feasibility.
* Reasonableness of the budget.

## Proposal Content

|  |  |  |
| --- | --- | --- |
| **Proposal Section** | **Proposal should address:** | **Suggested Length** |
| Project Description | What issue or problem is being addressed?  What are your goals and methods?  What activities will address your goals? | [1-2 PARAGRAPHS] |
| Rationale/ Evidence | Why is the project important? How do you know it is important, what is your evidence (i.e., how has the issue or problem been documented and how will success be measured)?  What are the conditions or contexts in which the project will be taking place? | [1-2 PARAGRAPHS] |
| Anticipated difficulties | What kinds of hurdles or limitations do you expect to encounter?  How would you address them? | [1 PARAGRAPH] |
| Timeline of Activities | When are activities planned?  How can you assure the project will be completed within the proposed timeframe? | [1 PARAGAPH] |
| Outcomes | What specific outcomes do you want to achieve?  How will your planned activities achieve these outcomes? | [1-2 PARAGRAPHS] |
| Evaluation plan | How will you know that you have achieved your outcomes?  What kind of evidence will you gather?  What kinds of assessments will you use? | [1-2 PARAGRAPHS] |
| Budget | How much money will the entire project require?  How did you arrive at this budget? | [HALF PAGE] |
| **Total** | Successful proposals will generally range from 2 to 3 pages in length. |  |

## Budget Narrative and Budget Summary

Please use the table below to organize your proposal’s budget information, or create your own grid using the budget categories below. Write a brief description of each budget item, then, attach a brief (less than one-page) budget narrative describing and justifying each item in detail.

### Budget Summary

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Brief Description** | **Total Budget** |
| Travel |  |  |
| Equipment |  |  |
| Materials/Supplies |  |  |
| Other |  |  |
| **TOTAL** |  |  |