

WCHP SUMMER UNDERGRADUTE RESEARCH FELLOWSHIP APPLICATION

INSTRUCTIONS: SUBMISSION DEADLINE: March 1, 2015

Fellowship Details:

The Westbrook College of Health Professions and the Office of Sponsored Programs are proud to offer Summer Undergraduate Research Fellowships for WCHP students. The fellowships, which are *highly* competitive, provide:

A stipend of \$320/week (full-time work, minimum 8 weeks, maximum 12 weeks)
\$200 for research supplies

No previous research experience is required. During the Fellowship, you work alongside a faculty mentor who has an ongoing research program. Using an apprenticeship model, you learn about research design, reading and interpreting research papers, as well as real-world data collection and analysis methods. Topics of the research vary widely.

Applications for the Research Fellowships are completed online and students will upload the research proposal, transcripts, faculty CV, and Faculty Letter of Support during the application process. The online application can be found at:

<http://www.une.edu/wchp/research/student/undergrad-fellowships>

Please be advised that reviewers of these applications understand that the students may not have worked with the faculty member prior to writing this application. None-the-less, students are expected to work with the potential mentor to understand the faculty member's research and the project in which they will be involved during the Fellowship and it is expected that the student complete the application himself or herself.

APPLICATION INSTRUCTIONS

In addition to the information requested on the online application and in the Research Proposal, students are responsible for uploading a Letter of Support and Curriculum Vitae of their faculty advisor along with their application. Below are instructions to the Faculty Advisor about the format of the letter of support and CV.

To Faculty Advisors:

- I) Please provide a letter of support for this student (2 pages limit, 12 pt font, 1" margins). In that letter, please include the following:
 - A) A discussion of the significance of the proposed project and how it relates to your overall research program,
 - B) A description of the number of hours you will be available to the student on a daily basis and how you will supervise the student's work thoroughly and guide them through a high quality scholarly experience. For faculty who are not "on-contract" during the summer months, please include a statement of commitment to work full-time on your research during the period of support of the student despite not being on-contract.

- C) Faculty who will be out of the office for more than a few days during the period of the Fellowship are required to identify another individual, with appropriate training/expertise to mentor the student in his or her absence.
- D) Faculty should include in their letter the following statement: “I understand that if a student that I mentor receives a Fellowship, I agree to help to review applications in a future year”.
- E) Please indicate if you have mentored previous WCHP Undergraduate Student Research Fellows and the outcome of the Fellowship.

Failure to include ALL of the information requested may result in rejection of the application.

Letters should be in PDF format and named using the following convention: *studentlastname_advisorlastname.pdf* (e.g. smith_jones.pdf). By submitting a letter of support you agree to supervise the proposed project, any independent study associated with the Fellowship and supervise the expenditure of all funds related to this request.

- II) Provide the student applicant with an abbreviated Curriculum Vitae *no more than 4 pages*, with your Letter of Support so s/he can upload both with the application by the deadline of March 1, 2015.