



Tamara Gay Walker Summer Award

About the Award

Thanks to a generous donation, Clark University is able to offer **one** Clark undergraduate student (current Sophomore or Junior) a \$2500 award to support a student whose field of study and summer project lie within languages, comparative literature, and the arts. The awarded student will be required to attend Know Before You Go (TBD), attend the Summer Seminar throughout the summer, write a note of appreciation to the donor, and present at Fall Fest or Academic Spree Day during the academic year.

Students can pursue independent projects, projects with a Clark University faculty or staff member, or design/secure their own projects using the resources of the Clark Community or their own network.

Who is Eligible?

Juniors will be given priority for this program; however, Sophomores may be considered if the project is developmentally appropriate and they can make a compelling case as to how this project relates to their future goals. All students receiving the award must be a full-time student in the fall semester. The applicant must not have previously received the award, cannot be a graduating Senior (regardless of if in ADP), and be in good academic standing.

Application Guidelines

How to Apply

Applications will only be collected through the application portal on the Clark University website: <https://www.clarku.edu/opportunity-funding>. Additional directions for this application, and other funding possibilities, are listed on the funding website.

The application deadline is April 1st, 2022. Students can expect a decision in 2 -3 weeks from deadline.

1. Apply to and secure the research position; or design your project.
2. (Recommended) attend a proposal writing session and a funding information session.
3. Have your résumé reviewed by the Career Connections Center.
4. Have your proposal reviewed by the Writing Center and faculty.
5. Submit your application through the portal. Please be prepared to answer the following questions in the application portal:
 - Contact Information
 - Emergency Contact Information
 - Major/Minor/Year of Graduation/GPA/Probation status
 - Resume
 - PDF of your unofficial transcript accessible on the CU WEB portal through the Student Record tab
 - Assumption of Risk and Liability Waiver
 - International Travel Waiver (if applicable)
 - Proof of feasibility – Your faculty sponsor must also confirm that your research or project will be able to occur in light of potential restrictions and closings due to COVID-19. This can be saved as PDF from the email, or scanned as a paper copy.



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Proposal Narrative

Summary - The Summary should be about 150 words and should open with a statement of what you will be doing, followed by an explanation of how you will do it. Next you should state why you are doing it – what is the intellectual or practical merit? End by describing what you hope to achieve by the end of the summer. Project start, end date, and location should be included.

Proposal – Up to 4 pages, double-spaced. This section of the application should be in one document, saved as a pdf. Be sure to save it according to the instructions (please use your first initial, last name, and name of document).

(1) Project/Research description – The description provides details of the project, and describes how it will be implemented. Below is a suggested format. Note that it follows the structure of the summary provided earlier, with elaboration on each sentence.

- **Introduction** - Open with a description of what you'll be doing for your project. State the problem, puzzle, or project goal.
- **Approach to your project** - Follow this section with a description of how you'll complete your project. Discuss your benchmarks and processes in detail as best you can.
- **Support for the project, and academic connections** - Next, discuss why the project is important. What is it about your project that has scholarly and practical significance? What academic or scholarly resources do you expect to consult over the course of the project?

(2) What connections to coursework do you expect to make?

- **Outcomes (or, Expected Findings)** – End by describing both the personal and project-based outcome(s) of your project. For the project: What are some tangibles or deliverables that you will be able to demonstrate your work at the end of the project? For you: What will you get out of this experience? For example: Fall Fest presentation, presentation at regional/national meeting, journal publication, fellowship proposal, senior thesis, career development, practical experience, etc.
- **What is the project deliverable?**
The order of these sections may be switched (e.g., the literature review section can precede the methods), and other relevant sections added, so long as each section is clearly identified.

(3) Preliminary bibliography

Approximately one half-page

What academic resources will you rely on to help you complete the research?

- Provide a list of articles, books, and other scholarly resources that were consulted as you crafted the description and/or you plan to use to complete your research.
- Indicate why you chose each of these resources, and what you hope to use from them.

(4) Budget and budget justification

Financial description of project and any explanatory notes. Please include all expenses, even if it goes above the award amount. Discuss how you will cover any difference in cost as part of your proposal.

- Provide details of how you will use the money.



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- Consider things like: supplies, transportation, housing, and food.
- Indicate how you will cover the remainder of your expenses.
- This section should be presented in table format.

(5) Timeline and benchmarks

What are the benchmarks, and timeline for these benchmarks, for this research? Benchmarks break the project into stages. Think: What is the first step? How do later steps depend on previous steps? How long will each step of the project take? At what points will you report back to your supervisor or faculty mentor? This section should be presented in table format.

(6) Closing

Why do you want to participate in this research? Why do you want to complete *this particular one*? Why is this experience right for you at this particular juncture in your college career? As you answer these questions, consider what in your past academic, co-curricular, and extracurricular experience leads you to this particular project. Think about what you hope to gain – both personally and professionally – by completing this project. Finally, end by stating how you think you will be able to demonstrate your accomplishments upon completion of the project. This section should be written as a narrative.

IRB (Institutional Review Board) Preliminary Approval (if applicable)

This is not included in the 4-page limit. Please include the application materials, and preliminary approval from the IRB, if needed, with your research. If not needed, please include a statement as to why. Applications are not considered complete without this piece.

Award Disbursement

Funds are typically disbursed in late May. It is possible, however, that you may not receive the award until early June, in which case you should plan accordingly to cover your expenses until then. **You will need to set up direct deposit with Student Accounts in order to receive your award.** Note that this authorization is separate from Payroll Direct Deposit. If you receive funding we will send you detailed instructions in your award letter to set up your direct deposit.

If you have accepted another source of funding, you must notify cservices@clarku.edu immediately since this will affect the amount of funding you are eligible to receive.

Tax Information

Domestic Students: No taxes are withdrawn pre-disbursement; however, you will be expected to claim this award on your annual taxes and this may impact your taxes due at that time. Please consult an accountant for more detail.

International students: International students, defined as students studying at Clark on a visa, will have some taxes deducted from their funding amount prior to receiving the funding; this means that the amount you receive will be less than the total award. The amount deducted depends on which country you are from, and the tax treaty that the US has with that country. Generally, expect about 12-15% of your total award withdrawn. Please see the Clark payroll office with specific questions about your tax amount.



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