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 on April 24, write a 2-3 page reflection paper at the end of their summer project, 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.

**Eligibility Requirements**

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.

**Who is ineligible to apply?**

* Seniors, regardless if graduating or moving on to fifth year
* Previous awardees
* *Cannot be on social or academic probation*

**Frequently Asked Questions**

**How do I apply?**

* Apply to and secure the research position; or design your project.
* (Recommended) attend a proposal writing session and a funding information session.
* Have your résumé reviewed by the Career Connections Center.
* Have your proposal reviewed by the Writing Center and faculty.
* Submit your application through the portal.

**How much funding is available?**

An award of up to $2500 may be available. Double-dipping is not permitted with other Clark University awards. Receipt of outside funds will reduce or negate Clark funding.

**When will funds be disbursed?**

It can take several weeks to process the paperwork.  It is possible that you may not receive the award until June, in which case you should plan accordingly. **Award checks will be sent to your campus mailbox unless you have a refund address set up**.

You can set up or change a refund address (including direct deposit) through CU Web: under Personal Information, click Update Addresses, then Refund Address.  If you currently have a refund address on file, the check will be sent there.  If you do not set up a refund address, the check will go to your campus mailbox.  Please note that **you will not be able to pick up your check in person**, so please take this into account when deciding how and/or to which address to which you would like your check sent.

You may also choose to set-up direct deposit authorization specifically for Awards and Refunds with Student Accounts, so the funds will be deposited to your bank account. Please note that this authorization is separate from Payroll Direct Deposit.

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

**What are the deadlines? When will I know if my application has been accepted?**

* **Extended: Friday, May 1, 2020 at 12:00 (noon) EST**: Students can expect a decision within 2-3 weeks of the application deadline.

Application

**Please be prepared to answer the following questions in the application portal:**

* Demographic Information
* Emergency Contact Information
* Major/Minor/Year of Graduation/GPA/Probation status
* Resume (upload)
* Transcript (upload)
* Risk and Liability Waiver (upload)
* International Travel Waiver (upload)
* Summary (150 words or less) – The summary 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 date
* Project end date
* Location (address and website)
* **Proof of feasibility – your faculty sponsor must also confirm that your research or project will be able to occur during summer 2020 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.**

This section of the application should be in one document, saved as a pdf. There is a location to upload this document in the application portal. Be sure to save it according to the instructions (please use your first initial, last name, and name of document).

Proposal – up to 4 pages, double-spaced

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?

**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.

Preliminary bibliography – approximately one half-page (link for bibliography help)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.

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

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.

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) Approval (if applicable)**

This is not included in the 4-page limit. Please include the application materials, and 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.