



# LEEP Fellows Program 2021

## About the award

LEEP Fellowship Award offers financial assistance, up to \$3,000, to students pursuing unpaid, problem-based projects or research during the summer months. This can be with either an external organization, or with a Clark faculty or staff member. This summer experience should provide an opportunity to engage with others outside of Clark, offer real-world applications of course material, allow authentic problem-solving experiences, and serve as a capstone, or culminating experience.

LEEP Fellows also enjoy the following benefits:

- LEEP Fellows receive 0.25 units of credit tuition-free during the summer of their project and have the fellowship appear on their Clark academic transcript.
- Award recipients build a supportive, collaborative community of LEEP Fellows during the summer months through the Summer Funding Seminar, which meets virtually several times throughout the summer.

There are many different types of projects a student can pursue:

- Independent research or research with a Clark University faculty or staff member.
- Design/secure their own project using the resources of the Clark community, or their own network.

Please consult the [Opportunity Funding web page](#) for examples of past LEEP Fellowship projects.

Students are not eligible to receive more than one LEEP Fellowship Award during their time at Clark.

## Application deadline

**Midnight on April 1, 2021.** Apply through the application portal on the [Opportunity Funding Office web page](#). For application instructions, see below.

## Who is Eligible?

- Current juniors and returning seniors (graduating in December) will be given priority for this program.
- First-years and sophomores may be considered if the project is developmentally appropriate and you can make a compelling case as to how this project relates to your future goals.
- Students in good academic and social standing with the University.
- All students receiving the award must be a full-time student in the fall semester following the award.
- All students applying must have a designated faculty sponsor.

## Role of the Faculty Sponsor

Students must secure a faculty sponsor prior to applying. The faculty sponsor will, at minimum, check in with you every 2-3 weeks, will evaluate the quality of your final product(s), and will award your .25 units of credit for the fellowship.



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Since faculty sponsors must enter a grade at the end of the summer, they must be full-time faculty, or part-time faculty with the approval of their department chair. Graduate students may not serve as faculty sponsors for the LEEP Fellowship (although they may take a large role in mentoring the student during the summer).

## Ineligible Projects

- Internships.
- Programs with fees to participate (funding cannot cover fees to study abroad or away, to participate in volunteer/service-oriented projects, or for cultural exchange or other similar programs).
- Tuition-based summer programs including those with an internship component.
- Organizations and programs with fund-raising expectations for their interns.
- Non-credit course or training program that does not contain any professional, experiential learning component; this includes programs where the main components include observing, shadowing, and attending lectures.

## Criteria for Selection

The selection criteria includes, but is not limited to:

- The quality and length of the project (Will it be a full-time, or nearly full-time commitment through most of the summer? Is it well thought out? Is it innovative, creative, or ground-breaking in some way?)
- The quality of the written proposal: Is it well written? Does it include all required pieces?
- The value and clear connection of the experience to future career goals.

## If You Are Awarded: Award Requirements

Students awarded LEEP Fellowship funding will be required to:

- Attend *Know Before You Go* (virtual; the afternoon of Friday, May 21, 2021)
- Participate in the Summer Funding Seminar (virtually), resulting in a 2-3 page reflection paper at the end of the summer
- Participate in at least one student panel to talk about your experience the following academic year.
- Optional: Participate in Fall Fest to present your work.

## 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:**



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- International students staying in the US for their internship 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.
- International students doing their internship outside the US will not have taxes withdrawn or reported.

## LEEP Fellowship 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.

### Required Documents

- Application essay (see below for details)
- Proof of research/project – this should be in the form of a brief letter or email indicating that you are working with a campus faculty member, or outside organization.
- Resume
- Unofficial transcript
- Assumption of Risk and Waiver
- International Travel Form (if applicable; please note international travel will not be accepted in 2021)
- IRB preliminary approval letter (if applicable; see below for details)
- For in-person/on-site projects other than at Clark: documentation that the organization is following safe pandemic practices that follow CDC and applicable state guidelines. This can be saved from an organization's website, offer letter, personnel manual, etc.

**How to obtain your transcript:** log into the ClarkYOU portal, then click Main Menu, Registrar's Office, Student Account and Financial Aid, Student Records, Unofficial Academic Transcript, and submit. You can save the page as a PDF, or take a screenshot.

### About IRB Approval

Your project may require IRB approval. All human subjects' research at Clark must be reviewed by the Institutional Review Board to ensure the protection of the rights and welfare of human subjects.

***Funding applications with human research subjects must show proof of preliminary IRB approval in their applications.*** If you are unsure if you need IRB approval, please consult your faculty sponsor for this project.



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Instructions from [Clark's IRB home page](#):

Application forms and instructions may be found on the [Mentor IRB Website](#). Exempt and expedited reviews are generally considered on a rolling basis. For other types of research, submission deadlines for monthly IRB meetings are listed [on the sidebar of the above page].

Turnaround time for proposal review is normally 1-3 weeks after submission (for exempt or expedited reviews) or 1-2 weeks after the meeting date (for full board reviews). The point of contact for IRB matters is Linda Cote, Grant and IRB Coordinator, at [licote@clarku.edu](mailto:licote@clarku.edu).

## Your Proposal Essay: Title Page

**Please include the following on your title page:**

- Your name
- Your class year
- LEEP Fellowship project title
- Abstract (150 words or less) – Include (1) what you will be doing, (2) a short explanation of how you will do it, (3) why you are doing it – what is the intellectual or practical merit? (4) End by describing what you hope to achieve (i.e., identify the project deliverable) by the end of the summer.
- Project start date and end date
- Estimated hours per week
- Name of sponsoring organization or Clark department
- Location (address and website) – if this is not the primary location you will be working or completing your project/research, then you will be asked to include that location as well.
- Supervisor contact information (if applicable)
- Name and email of faculty sponsor
- Amount of funding you are requesting (please just list the total amount you are requesting)

## Your Proposal Essay: Main Sections (3-5 pages, single-spaced)

### (1) Project/Research description

The project/research description provides details of the project, and describes how it will be implemented. Below is a suggested format.

- **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? Cite references in this section.



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- **Virtual feasibility** – Can you show this this project will be feasible if we are still working remotely and/or taking appropriate COVID precautions in summer 2021?
- **Outcomes, final products, and/or expected findings** – End by describing anticipated outcome(s) of your project. What will you produce - what are some tangibles or deliverables with which you will be able to demonstrate your work at the end of the project?

**(2) Link to professional goals, short and long term** - Please describe your plans for the future of the project, if any. For example: presentation at regional/national conference, presentation at Fall Fest or Academic Spree, journal publication, prestigious fellowship proposal, senior thesis/capstone, etc.

Also describe how this project will benefit or impact your longer-term professional goals. Will this project help you explore a career path? Get into grad school? Build your qualifications for your intended career? Etc.

### **(3) Preliminary bibliography**

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

- Provide a list of articles, books, and other scholarly resources that were consulted as you crafted the project description and/or you plan to use to complete your project or 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 anticipated 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: expendable supplies, transportation, housing, utilities, professional clothing, gear and equipment, mileage and parking, internet access, laundry, and food.
- Use the IRS' guide for mileage reimbursement (if applicable).
- If you plan to live with a family member, and pay room and board to that family member, please estimate based on local reasonable rental prices rather than how much your family member might need or want (in other words, how much would you have paid if you were not living with a family member?)
- This section should presented in table format.
- It is acceptable to build your anticipated taxes (see page 2) into your budget.

### **(5) Timeline and benchmarks**

This section should be presented in table format. Please sketch out what you plan to accomplish week by week, who you will be working with, resources needed at this stage, etc. This section shows that you understand the order in which smaller tasks need be done to accomplish your overall goals, and that your project is feasible in the time you have.



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## **(6) Conclusion**

Why this project? Why now? Any other final remarks?

## After You Apply

### **Selection Process & Timeline**

Review committees - comprising a wide array of Clark staff and faculty members - convene as a group in late April to finalize selections. A scoring rubric is used to evaluate applications, and all applications have at least two committee members read and score them.

All students who apply will be notified in writing of the committee decision by early May.

### **Award disbursement**

If funded, you will likely receive funds in late May. However, delays can occur; please be prepared for the possibility of receiving your funds as late as mid-June.

Please note that you **MUST** 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 are awarded funds, you will receive detailed instructions for setting up direct deposit.