LEEP Fellows Program

About this Program
LEEP Fellows participate in 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. 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.

How much funding is available?
An award of up to $3000 may be available. Students who secure a paid opportunity with an outside organization are only eligible to receive LEEP funding if their total compensation is less than $3000. No student will receive more than $3000 of LEEP Fellows Program funding; no double-dipping is allowed with other Clark University awards except for the MFGSS supplemental award. Receipt of outside funds will reduce or negate Clark funding.

What will I do as a LEEP Fellow?
- Attend Know Before You Go (date TBD)
- Receive transcript designation as a LEEP Fellow.
- Attend Summer Seminar sessions throughout the summer.
- Participate in Fall Fest (if away in the fall semester, you may participate in Academic Spree Day in the spring semester).

Eligibility Requirements
- Juniors will be given priority for this program. However, first-years and 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. Seniors graduating in May or August are not eligible.
- Seniors graduating with their bachelor's degree in the December after their summer experience may apply. Seniors graduating in May or August are not eligible.
- 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. The faculty sponsor will, at minimum, check in with you every 2-3 weeks, will evaluate the quality of your final product(s), will award your .25 units of credit for the fellowship, and will approve the content of your Fall Fest or Academic Spree poster/presentation.
- Applicant must be in good academic standing
- Not have received LEEP Fellows previously

For more information, please go to www.clarku.edu/opportunity-funding
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Application Process

Applications are due by midnight February 28th, 2022. Students can expect a decision within 2-3 weeks of the application deadline to which they apply.

1. Apply to and secure the research position; or design your project
2. Develop and polish your proposal idea with the funding advisor
3. Have your résumé reviewed by the Career Connections Center
4. Have your proposal reviewed by the Writing Center
5. Submit your LEEP Fellows Program application through the portal. Be prepared to answer the following:
   - 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)

Application
The summary of 150 words or less 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 (i.e., identify the project deliverable) by the end of the summer.

- LEEP Fellows project title
- Project start date
- Project end date
- Estimated hours per week
- Type of organization (employer, community partner, Clark department, other)
- 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
- Proof of research/project – this should be in the form of a letter for or an email indicating that you are working with a campus faculty member, or outside organization.

- Proof of feasibility – your supervisor or faculty sponsor must also confirm that the internship/research/project will be able to occur during summer 2022 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.
- Amount of funding you are requesting (please just list the total amount you are requesting)
- Other possible compensation you will be receiving

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Proposal
This next section of the application should be in one document, saved as a pdf and be approximately 4 pages. 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).

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?

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 with which 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 bibliography section can precede the methods), and other relevant sections added, so long as each section is clearly identified.

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 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.
   - This section should present in table format.

5. Timeline and benchmarks
What are the benchmarks for the project? What is your timeline for meeting these benchmarks and for completion of the project? 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 site supervisor or faculty mentor? This section should be presented in table format.

6. Closing
Why do you want to participate in this research or project? 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.

7. 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.

Award Disbursement
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 the CU Web. Please contact Student Accounts at saccounts@clarku.edu for more information. Note that this authorization is separate from Payroll 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.