



Plave Family Research Fellowship

*Thanks to a generous donation from Lee Plave '80 and family, Clark University is able to offer **one** Clark undergraduate student up to \$3,850 to support a fellowship centered on the pursuit of research in neuroscience, with preference for fundamental science needed to understand, diagnose, and treat Amyotrophic Lateral Sclerosis (ALS).*

About the Award

This funded opportunity is open to Clark undergraduate first years, sophomores, juniors and returning seniors who have declared a major in Biology, or Biochemistry and Molecular Biology. Students are not eligible to receive more than one Plave Family Research Fellowship during their time at Clark.

Application Deadline

Midnight on April 15, 2023. Apply through the application portal on the [Opportunity Funding Office web page](#). Fellowships must be secured before the deadline.

Who is Eligible?

- Clark undergraduate first years, sophomores, juniors and returning seniors (preference given to current juniors).
- Must have a declared major in Biology, or Biochemistry and Molecular Biology
- Students in good academic and social standing with the University.
- Students not currently on leave from Clark, and have an active, registered status.
- Students returning to study at Clark in the fall term following the proposed fellowship. (Students studying abroad are eligible to apply, but must maintain an active, registered status at Clark.)
- Students who have not already received a Plave Fellowship Award.
- All students applying must have a designated faculty mentor or supervisor.

Criteria for Selection

The selection criteria include, but is not limited to:

- The quality and length of the research fellowship commitment (must meet the minimum guidelines set by Clark University).
- The quality of the written proposal: Is it well written? Does it include all required pieces?
- The value and clear connection to how the experience supports the advancement of research in neuroscience.

If You Are Awarded: Award Requirements

Students awarded funding will be required to:

- Write a note of appreciation to the donor
- Participate in at least one student panel the following academic year to talk about your experience
- Present the results of research completed at a professional conference such as Clark's Fall Fest or Academic Spree Day the academic year following the fellowship



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Contact Information

Students interested in applying for the Plave Family Research Fellowship should feel free to contact Rachel White, Associate Director of Opportunity Funding, via email to rawhite@clarku.edu.

Application Guidelines

Where 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)
- Letter of recommendation and proof of project. If research is to be completed at Clark, the letter should be from the supervising Clark faculty member. If research is to be completed outside Clark, the letter should be from a designated Clark faculty member to be the mentor throughout the duration of the experience. The letter must include a sentence from the specified Clark faculty member confirming the project.
- Resume
- Unofficial transcript, or screenshot of 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.)
- Assumption of Risk Waiver
- 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.

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. 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.



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Proposal Essay Guidelines: Title Page

Please include the following on your title page:

- Your name
- Your class year
- Fellowship project title
- Location (address and website) where research will be completed
- Faculty supervisor or faculty mentor (if work completed at outside organization) contact information
- Amount of funding you are requesting (please just list the total amount you are requesting)

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

(1) Project/Research description (700 – 1,200 words, not inclusive of references section)

Provide details of the project, and describe 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.
- **Virtual feasibility** – Can you show this this project will be feasible if we are still working remotely and/or taking appropriate COVID precautions?
- **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?
- **References** – What academic resources will you rely on to help you complete the project or research? Cite all works used in guiding your research used in applicable format.

(2) Link to professional goals (In 150 – 250 words)

Describe your plans for the future of the project. For example: presentation at regional/national conference, presentation at Fall Fest or Academic Spree, journal publication, prestigious fellowship proposal, senior thesis/capstone, etc. Then, specify 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) 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).



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- This section should be presented in table format.
- It is acceptable to build your anticipated taxes (see “Tax Information” section) into your budget.

(4) Timeline and benchmarks

Develop a paragraph outlining the major experiments you hope to accomplish throughout the duration of the summer along with approximate times of anticipated completion. If helpful, you can accompany this paragraph with a table showing 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.

After You Apply

Selection Process & Timeline

The CCC will share the applications with the chair of the Biology Department. A faculty committee will be appointed by the chair to review the applications and provide the CCC with their recommended recipient(s) and approved award amount(s) based on budget. Additional departments may be consulted if research focus deems necessary. **Please consult the Biology Department regarding decision timelines.**

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 opportunityfunding@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.